Circulars - Elementary
1961-1962

ONTARIO

DEPARTMENT OF EDUCATION

Memorandum to Inspectors of Separate School Classes in Which the Mother Tongue is English

Re: Employment of Graduates of University of Ottawa Teachers' College

Graduates of the University of Ottawa Teachers' College who hold interim certificates valid only in bilingual classes and who have not passed the examinations in English Part 1, English Part 2, and Science at a Teachers' College other than the University of Ottawa Teachers' College are not eligible for employment in English-speaking classes and Letters of Permission will not be issued for their employment in such classes.

In connection with this matter please refer again to Item No. 2 of the Superintendent's Circular No. 1, February, 1962.

Please ensure that all school boards in your inspectorate are made aware of the above information.

G.A.Pearson

Superintendent of Elementary Education.

Toronto 2, May 24, 1962.

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO ELEMENTARY-SCHOOL INSPECTORS AND
TEACHERS' COLLEGE STAFFS

Re: Southern Ontario Conferences of Inspectors and
Teachers' College Staffs, 1962

Following are the dates selected for the conferences of Inspectors and Teachers' College Staffs at the Teachers' Colleges listed below:

Mon. & Tues.,	Nov. 5 & 6	-	Lakeshore
Wed. & Thurs.,	Nov. 7 & 8	-	Toronto
Thurs. & Fri.,	Nov. 15 & 16	-	Peterborough
Mon. & Tues.,	Nov. 19 & 20	-	Hamilton
Thurs. & Fri.,	Nov. 22 & 23	-	Stratford
Mon. & Tues.,	Nov. 26 & 27	-	London & Windsor at London
Thurs. & Fri.,	Nov. 29 & 30	-	Ottawa

On the morning of the first day of each conference, the inspectors and Teachers' College Staff will meet separately. On the afternoon of the first day and on the second day, the two groups will meet together.

The programme for the morning and afternoon of the first day will be planned entirely by the officials of the Department. Representatives of the Curriculum Branch will accept responsibility for the programme on the afternoon of the first day at each of the fall conferences in 1962. That Branch will prepare in advance and send to each member of each conference preliminary material relating to AIMS OF EDUCATION IN ONTARIO FOR THE 1960'S. This material will serve as a basis for presentation by representatives of the Curriculum Branch.

The programme for the second day will be planned entirely by the executive of the conference concerned. Each executive may wish to organize the second day by the establishment of discussion groups to build on the presentations of the first afternoon. However, the executive will make its own decision on this matter. It will be appreciated if each secretary will forward to each of the undersigned six copies of the programme planned by the local executive, several days ahead of the conference date.

C.A. Mustard
Superintendent of Teacher Education.

G.A. Pearson
Superintendent of Elementary Education.

Toronto 2, May 22, 1962.

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM FOR BILINGUAL ELEMENTARY-SCHOOL INSPECTORS

Re: Summer Session, University of Ottawa Teachers' College, 1962

A supply of application forms for admission to the Third Year Summer Session at the University of Ottawa Teachers' College has already been sent to you for distribution.

This course is being offered at the University of Ottawa Teachers' College from July 3 to August 3, 1962, but will not be offered in subsequent years.

It would be helpful if you ensured that all teachers in your inspectorate who may be concerned clearly understand that the Summer Sessions at the University of Ottawa Teachers' College leading to an Interim Second Class Certificate are being discontinued after 1962.

G. A. Pearson

. . . .
Superintendent of Elementary Education.

Toronto 2, May 3, 1962.

No. 1 (i), April, 1962.

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO ELEMENTARY-SCHOOL INSPECTORS

Re: Daily Registers for Public and Separate Schools and Principal's Monthly Report of Attendance (Form S.A.3)

Please complete the form below and return it on or before June 1, 1962, to the Provincial School Attendance Officer, 559 Jarvis Street, Toronto 5, Ontario.

G.A. Pearson

. . . .
Superintendent of Elementary Education.

Toronto, April 26, 1962.

- -

To: Provincial School Attendance Officer,
559 Jarvis Street,
Toronto 5, Ontario.

1. Number of Elementary School Registers required for September, 1962 (required for new classrooms only) ....
2. Number of pads of Principal's Monthly Report of Attendance (Form S.A.3) (Note: 20 sheets to a pad) ....

Name of Inspectorate..

Name of Inspector...

Address of Inspector..

Date............................

ONTARIO

DEPARTMENT OF EDUCATION

No. 1 (j), May, 1962.

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

Re: Supervisor of Elementary School Libraries

The place of complete school library service in elementary schools is receiving increased attention. The appointment of a Supervisor of Elementary School Libraries is therefore planned, as soon as a suitably qualified and capable person is available.

The general qualifications for such an appointment are as follows:

(1) Academic - Degree in Arts from a recognized university.
- Postgraduate degree in Library Science.

(2) Professional - Elementary School Inspector's Certificate (preferred).
- Permanent Ontario Elementary-School Teacher's Certificate, Standard 4.

(3) Experience - Teaching - At least five year's successful teaching experience, preferably in the junior or intermediate divisions.
Supervisory - Some successful supervisory experience within a school or system is desirable.

If you consider that there are, in your inspectorate, any teachers whose qualifications approximate the above, and who would be interested in a position which would require the incumbent to advise boards regarding elementary-school library services, to supervise existing elementary-school library services, to organize and direct summer courses for teacher-librarians and to carry out a programme of public relations on behalf of the elementary-school library service throughout the Province, please send the necessary details, including name, address and a brief outline of qualifications to this office.

G. A. Pearson

. . . .
Superintendent of Elementary Education.

Toronto 2, May 3, 1962.

ONTARIO

No. 1 (k), May, 1962.

DEPARTMENT OF EDUCATION

MEMORANDUM TO ELEMENTARY-SCHOOL INSPECTORS

Re: Forms for use where transportation is supplied by Elementary School Boards

A copy of Form T8 - Instructions re Transportation which has been revised for 1962-63 is enclosed.

Forms T1, T9, T11 and G16 which were printed in 1960 and 1961 continue in use.

Kindly complete and return the order form which is below, for your supply for the school year 1962-63.

G. A. Pearson

. . . .

Superintendent of Elementary Education.

Toronto 2, May 3, 1962.

----------------------------------Tear here----------------------------------

____________________ 1962.

Superintendent of Elementary Education,
Department of Education,
Parliament Buildings, Toronto 2, Ontario.

Dear Sir:

Kindly forward the following forms:

Quantity	Form
______	T1 - Agreement for Transportation
______	T8 - Instructions re Transportation
______	T9 - List of Pupils
______	T11- Summary of Routes
______	G16- Application for Approval of Transportation

Yours truly,

Inspectorate............................ Inspector............................

Address............................

ONTARIO

DEPARTMENT OF EDUCATION

No. 1 (h), April, 1962.

MEMORANDUM TO THE INSPECTORS

Re: Employment of Principals and Supervising Principals

In cases where a principal or a supervising principal does not hold the qualifications stated in regulation 7 of General Regulations for Elementary Schools, the inspector, before advising the school board that the person is not qualified to continue in his present position, is to consult this Branch regarding the possibility of securing a Letter of Permission for his continued employment. This should be done at the earliest possible date in order that the board and the teacher may know as soon as possible and can plan accordingly for the school year 1962-63. If a Letter of Permission is possible in such a case, the usual requirement of prior advertising of the position will be waived. When applying for the Letter of Permission, the inspector should give full details concerning the circumstances in connection with the case.

G.A. Pearson

Superintendent of Elementary Education.

Toronto 2, April 10, 1962.

ONTARIO

DEPARTMENT OF EDUCATION

No. 1 (h), April, 1962.

MEMORANDUM TO THE INSPECTORS

Re: Employment of Principals and Supervising Principals

In cases where a principal or a supervising principal does not hold the qualifications stated in regulation 7 of General Regulations for Elementary Schools, the inspector, before advising the school board that the person is not qualified to continue in his present position, is to consult this Branch regarding the possibility of securing a Letter of Permission for his continued employment. This should be done at the earliest possible date in order that the board and the teacher may know as soon as possible and can plan accordingly for the school year 1962-63. If a Letter of Permission is possible in such a case, the usual requirement of prior advertising of the position will be waived. When applying for the Letter of Permission, the inspector should give full details concerning the circumstances in connection with the case.

G A Pearson

. . . .
Superintendent of Elementary Education.

Toronto 2, April 10, 1962.

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO THE INSPECTORS

Re: Letters of Permission
Principals and Supervising Principals

Each inspector is asked to forward to this office, not later than April 30, on one copy of this form, the information requested below. If there is no one to report, the form is to be marked 'nil' and returned.

G.A. Pearson
Superintendent of Elementary Education.

April 13, 1962

……

To The Superintendent of Elementary Education

1. Re: Letters of Permission
Principals and Supervising Principals

I hereby certify that, with the exceptions noted below, I have forwarded to the Department of Education applications for Letters of Permission for the employment of all principals and supervising principals in this inspectorate whose qualifications do not meet the requirements for the positions which they occupy, as stated in Regulation 7 of Regulations for Elementary Schools.

School Board	Name of School	Name of Principal or Supervising Principal	Reason Application Not Forwarded

Inspector

April , 1962.

Inspectorate

ONTARIO

DEPARTMENT OF EDUCATION

No. 1 (f), March, 1962.

MEMORANDUM TO ELEMENTARY-SCHOOL INSPECTORS

Re: 1961 Annual Financial Reports and Supplementary Forms used in connection with General Legislative Grants

The inspector is requested to forward to the Grants Office the original, audited, signed copy of the 1961 Financial Report for each Board in his inspectorate as soon as it is available. These reports are not to be retained by the inspector until he receives the 1962 Grant Forms.

Where applicable, Form G54, Report of Capital (Building) Fund Transactions, 1961; Forms G56 and G57, Reports on Evening Class Instructional Salaries for 1961, are to be forwarded with the Financial Report.

G. A. Pearson

. . . .
Superintendent of Elementary Education.

Toronto 2, March 22, 1962.

ONTARIO

DEPARTMENT OF EDUCATION

No.1 (e) March, 1962.

MEMORANDUM TO ELEMENTARY-SCHOOL INSPECTORS

Re: National Wild Life Week, April 8-14, 1962.

1. An Act of the Canadian Government in 1947 fixed the full week that includes April 10 as National Wild Life Week. One of the underlying functions of the recognition of this special week is to stimulate public interest in nature and to develop an appreciation of the value of the conservation of wild life.

2. National Wild Life Week is a memorial to Jack Miner whose birthday was on April 10. This period of the year is an appropriate time to study Canada's natural resources and the value of bird life, as the birds will then be returning to Canada from the south to nest and raise their young.

3. The inspectors are asked to advise teachers of this special week and to ask them to give consideration to those topics in the Programme of Studies which might receive special attention during this week.

G.A. Pearson

Superintendent of Elementary Education.

Toronto 2, March 19, 1962.

ONTARIO

DEPARTMENT OF EDUCATION

No. 1 (g), March, 1962.

MEMORANDUM FOR THE ELEMENTARY-SCHOOL INSPECTORS

Re: Discontinuance of the Intermediate Industrial Arts Course at the Ontario College of Education

The inspector is asked to convey the information contained in the attached memorandum to any teachers in his inspectorate who may be interested.

G. A. Pearson

. . . .
Superintendent of Elementary Education.

Toronto 2, March 30, 1962.

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM

Re Discontinuance of the Intermediate Industrial Arts Course at the Ontario College of Education

1. The Ontario College of Education one-year course leading to the Interim Intermediate Industrial Arts Certificate will not be offered during the school year 1962-63.

2. Accordingly, a Teacher's-College student or an elementary school teacher who had planned to attend the Departmental Summer Course in Elementary Industrial Arts, Part I in 1962 and to enter the Ontario College of Education in September, 1962 will find it necessary to change his plans for next year. Doubtless he will now find it advisable to seek a teaching position for 1962-63 in the regular classes of the elementary schools.

3. A person who holds, or hopes to hold in June 1962, a teaching certificate valid in the elementary schools of Ontario may still find it to his advantage to attend the Elementary Industrial Arts Course, Part I in the summer of 1962,

    (a) if he plans to take the four Departmental Summer Courses leading to the Interim Supervisor's Certificate in Industrial Arts, which will qualify him to teach this subject full time in an elementary school; or

    (b) if he intends, when the course is again offered, to attend the one-year course at the Ontario College of Education leading to the Interim Intermediate Industrial Arts Certificate, which will qualify him to teach this subject full time in an elementary school or full time in Grades 9 and 10 of a secondary school.

F. S. Rivers

Chief Director of Education.

TORONTO, March 28, 1962

ONTARIO

DEPARTMENT OF EDUCATION

No. 1 (d) March, 1962.

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

Re: Teachers' Reference Library

In the near future the elementary school inspectors will receive a letter from Miss Beatrice M. Evans, Chief Librarian, Provincial Library Service, regarding the Teachers' Reference Library and introducing the 1962 Catalogue.

The Teachers' Reference Library is a collection of reference books maintained by the Provincial Library Service for teachers who do not have other access to professional literature. The library is closely related to the elementary school curriculum and its activities are approved by this Branch.

It is felt that there is a great need for this service in the rural areas of Ontario and the inspectors are asked to bring it to the attention of all teachers in rural or small urban centres, and to support in every possible way, the work of the library.

It should be clearly understood that the services of The Teachers' Reference Library are not available in Metropolitan Toronto, Hamilton, London, Ottawa, or Windsor, where professional literature is available to teachers through other sources.

G. A. Pearson

. . . .

Superintendent of Elementary Education.

Toronto 2, March 14, 1962.

ONTARIO

DEPARTMENT OF EDUCATION

No. 1 (c) March, 1962.

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

The Suggestions for the Layout and Construction of Schools in Ontario are being revised at present. Therefore, inspectors, principals and teachers are invited to submit ideas and suggestions in regard to school buildings and equipment. In order that these suggestions may be considered it is essential that they be submitted at an early date.

Suggestions should be addressed to Mr. B. M. McLean, Technical Adviser, Department of Education.

G.A. Pearson

Superintendent of Elementary Education.

Toronto 2, March 14, 1962.

ONTARIO

DEPARTMENT OF EDUCATION

No.1 (b) March, 1962.

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

Re: Proposed Subdivisions

1. The present procedure relating to proposed subdivisions is given in Subdivision Form No.1 which is forwarded with a copy of the draft plan, to the public school inspector and to the separate school inspector concerned, to ascertain the needs for school sites of the school boards concerned.

2. It is important that the suggestions of the secondary school authorities be included in the reply to the Department. Please note paragraph 4 of Subdivision Form No.1.

3. In many cases the plans are for small subdivisions of land and the boards concerned do not feel it necessary to ask that new school sites be reserved on the final plans for the subdivision. However, some concern is felt by the Department that where several small proposed subdivisions are dealt with from time to time, each individual plan may not necessitate the reservation of a school site, but if the plans are contiguous, and had been submitted at one time, the board concerned might have felt it necessary to ask that a site for a future school be reserved.

4. Similarly, several boards may be concerned with a proposed subdivision, and each board may not feel that its limited interest in the area requires the reservation of a site. A situation could arise where two or more subdivisions, each in a different municipality but adjacent one to the other, were discussed at different times.

5. In such cases every opportunity should be given to ensure that, if the cumulative effect of several proposed subdivisions will likely require future school sites, reservations be made in the first instance.

6. It may be necessary for the attention of the local authorities to be drawn to the overall provision of school sites in a local development. Where a large subdivision is proposed for an area that is now administered by several boards, or where the implementation of the plans will probably require a different school administrative unit in the future, it may be necessary for the inspector to suggest the reservation of centrally located school sites, for future use.

G. A. Pearson

. . . .

Toronto 2, March 2, 1962.

Superintendent of Elementary Education.

ONTARIO

DEPARTMENT OF EDUCATION

No.1 (a) March 1962.

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

Re: National Health Week March 11-17, 1962

1. Canada's 18th National Health Week will be observed from March 11 to 17, 1962. This week is sponsored by the Health League of Canada as one means of bringing to the attention of Canadians the importance of good standards of health. The World Health Organization defines health as "a state of complete physical, mental and social wellbeing, and not merely the absence of disease or infirmity".

2. The Health League of Canada has sent to the inspectors copies of materials about National Health Week, and the inspectors are asked to have this material distributed to the elementary schools for National Health Week.

G. A. Pearson

. . . .
Superintendent of Elementary Education.

TORONTO 2, March 1, 1962.

ONTARIO

DEPARTMENT OF EDUCATION

Suggestions and Information For Public and Separate School Inspectors

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I

ENGAGEMENT OF UNQUALIFIED TEACHERS

As the Pre-Teachers' - College Summer Course Programme has been discontinued, students who entered the programme but did not complete it are not eligible for employment on Letters of Permission.

The board of an elementary school in which French is a subject of instruction with the approval of the Minister may engage, after July 9, a student who is attending the 1962 Summer Session of the University of Ottawa Teachers' College, the contract to be considered invalid if the student does not complete the Summer Course successfully.

Students who have either attended the First Year of the Two-Year Course at Teachers' College and have failed in the First Year or who hold standing in the First Year of the Two-Year Course but have not attended the Second Year of the Course, are not eligible for employment on Letters of Permission. In accordance with Circular 617(a), December 1961, a copy of which is being sent to each inspector, students who have attended Teachers' College but have failed in practice teaching or have failed in three or more final examinations are required to return to Teachers' College to complete their qualifications and are not, therefore, eligible for employment on Letters of Permission. Subject to these restrictions, unqualified persons may be employed by a board after August 1, 1962, provided (a) that the board has advertised the position between June 1 and August 1 in a newspaper having provincial circulation and has been unable to obtain the services of a qualified teacher; and (b) that the person employed will be recommended by the inspector for a Letter of Permission.

Boards of trustees should be advised that no assurance can be given that a Letter of Permission will be issued to engage an unqualified person whose academic qualifications are not at least equal to those required for admission to the First Year of the Two-Year Course at Teachers' College. An application for a Letter of Permission must be accompanied by a copy of the advertisement of the board giving the date and name of the newspaper.

Where an unqualified teacher who has never held a certificate valid in the elementary schools of Ontario has taught for a total of five years in Ontario and has not passed a physical examination conducted by a medical examiner appointed by the Minister of Education, no Letter of Permission will be issued to a board of trustees to engage this person as teacher. Enquiries about the medical examination should be addressed to the Deputy Minister of Education by the person concerned.

The inspector is asked to notify all boards concerned and all uncertificated teachers in his inspectorate of the information contained in this item.

2

TEACHING CERTIFICATES UNIVERSITY OF OTTAWA TEACHERS' COLLEGE

In order to obtain a permanent certificate a graduate of the University of Ottawa Teachers' College is required to teach for two years successfully in a bilingual class. Neither interim nor permanent certificates held by graduates of the University of Ottawa Teachers' College are valid in classes where French is being taught to English-speaking pupils.

School boards should not expect to be granted Letters of Permission for the employment in other than bilingual classes, of graduates of the University of Ottawa Teachers' College who hold only interim certificates valid only in bilingual schools, as it is essential that these persons complete the requirements for a permanent certificate.

If the graduate of the University of Ottawa Teachers' College has passed the examinations in English Part I, English Part 2, and Science at a Teachers' College other than the University of Ottawa Teachers' College, the graduate will of course hold qualifications for teaching in both bilingual classes and English-speaking classes.

Any graduate of the University of Ottawa Teachers' College who is teaching French to English-speaking pupils on the authority of a Letter of Permission will be required to show adequate progress toward a certificate valid in English-speaking classes, before a Letter of Permission will be granted for the following school year.

3

PERMISSION TO TEACH FRENCH TO ENGLISH-SPEAKING PUPILS

In order that the Department may have an up-to-date list of boards which are having French taught to English-speaking pupils, all permissions will expire at the end of June, 1962.

Inspectors will make new applications for permission in all cases where French is to be taught to English-speaking pupils in September, 1962. The application should state definitely the grades concerned and the time per week which is to be allotted to the subject. Permission will be granted for the teaching of French to those English-speaking children whose parents desire it for a period or periods not exceeding in total 90 minutes a week. Permission will be granted on the conditions that the teachers in charge of the instruction are qualified and can speak French fluently with good accent and pronunciation.

4

LETTERS OF STANDING

A teacher who has not obtained a Letter of Standing but hopes to do so, is to be treated as an unqualified person and can be employed by a board only on a Letter of Permission after the requirements in connection with Letters of Permission have been complied with. One of the requirements is an x-ray. The teacher should be instructed to arrange to have a film or plate of the x-ray sent to Dr. N. W. Roome, 67 College St., Toronto. This procedure will remove the necessity of the teacher having another x-ray in connection with his Letter of Standing.

5

EXAMINATIONS, ELEMENTARY-SCHOOL INSPECTORS' CERTIFICATES

The written examination for this certificate will be held on Wednesday morning, April 18, 1962. The oral examination will be held during the period of April 2-19, 1962.

6

ONTARIO EDUCATIONAL ASSOCIATION

Each inspector is asked to urge teachers to support the O.E.A. by becoming members and attending the convention, if possible.

7

NEW SCHOOL SITES

The Department of Highways has informed this office that it has certain building and entrance requirements which must be observed. In order to provide for future expansion of highways, certain building set-back distances are required and certain entrance restrictions are enforced on curves and hills to provide for reasonable safety.

It is suggested that the inspectors advise school boards to consult with the District Office of the Department of Highways regarding the above-mentioned requirements before school sites are purchased.

8

OFFICIAL NAMES FOR SCHOOLS

The Department has been advised that Her Majesty the Queen has expressed the wish that until her children are considerably older their names be not used in connection with any public activity such as the naming of buildings, etc. The inspectors are asked to bring this information to the attention of boards that may be giving consideration to the selection of a suitable name for a school.

9

SALE OF SCHOOL SITES

Inspectors are asked to bring to the attention of school boards that there does not appear to be any authority for a board to dispose of school property that is required for school purposes.

The suggested sizes of school sites are for the guidance of school boards. Where a board secures final approval for grant purposes of an expenditure for a new school or for an addition, the site shown on the plans is part of the agreement between the Department and the board. If after securing final approval for grant purposes of an expenditure for new accommodation, the board sells part of the site or changes the site agreed upon, the agreement with the Department has been broken and the payment of legislative grants on the board's expenditure will be suspended until a new approval is obtained. The granting of a new final approval for grant purposes will depend on whether the board's action in disposing of part of the property is justified.

10

JUNE CLOSING OF ELEMENTARY SCHOOLS

It is expected that all elementary school children will attend school up to and including the legal closing date, June 29. Inspectors are asked to advise principals that any pupil who is not in attendance until the closing date should be marked absent in the Daily Register for the days concerned.

11

TERMINATION OF AGREEMENTS BETWEEN TEACHERS AND BOARDS

Under the form of agreement between a permanent teacher and a board, the board is required, when it desires to terminate the contract, to give to the teacher in writing the reason or reasons for the termination of the contract. The inspector is directed to bring this requirement to the attention of school boards regularly, and to remind them of the requirement regarding the dates of such notification.

12

NEW CLASSROOMS WITHIN EXISTING BUILDINGS

Inspectors are asked not to use Form G60 (formerly Form G15) for approval of disbursements to provide new classrooms within existing buildings but to use Form Building 4, Building Proposal, for such projects, whether the expenditure is from current funds or from any borrowed amounts, and to follow the procedure in Form Building 6, Procedure for Elementary School Construction. This is necessary to ensure that such new classrooms meet the requirements of approval for legislative grant purposes.

13

CLOSING OR REOPENING OF SCHOOLS

When a school is closed or when a closed school is reopened, the inspector is asked to report at once to the Department the exact date of closing or reopening.

14

VISITS TO UPPER CANADA VILLAGE

The Ontario - St. Lawrence Development Commission has provided the Department with the following information which will be of assistance in any planning that may be made for groups of elementary-school pupils to tour Upper Canada Village in 1962:

1. Upper Canada Village will be open daily from 9:30 a.m. to 7 p.m., May 16 to October 15, 1962. Group visits of elementary-school pupils may be made for a definite date during the periods May 16 to June 30, inclusive, and September 4 to October 15, inclusive.

2. Arrangements must be completed with the Ontario-St. Lawrence Development Commission, Box 340, Morrisburg, at least three weeks in advance. An alternative date for the proposed visit, as well as the time of arrival, should be given.

3. The number of pupils in the group and their grades, and the name and address of the school, are to be given.
4. The teachers in charge are to be responsible for the conduct of the pupils. The number of teachers and adult supervisors accompanying the group is to be stated in the application.
5. One-half day should be set aside in the plan for the tour of the Village, and pupils should provide their own box lunches.

15

TEACHER'S GUIDE TO FOREST CONSERVATION

Arrangements have been made to have sent to the office in each inspectorate from the Conservation Information Section of the Department of Lands and Forests, Parliament Buildings, Toronto 2, a supply of the booklet entitled Teacher's Guide to Forest Conservation. This publication will be of interest and value to the teachers and pupils of Grades 7 and 8, and the inspectors are asked to arrange for the distribution at an early date. Additional copies are available to teachers at the address given above.

16

REFERENCE MATERIAL AVAILABLE FROM DEPARTMENT OF LANDS AND FORESTS

It is understood from the Ontario Department of Lands and Forests that only the following informative literature on conservation topics may be obtained from that Department. Requests for material for which a charge is made should be accompanied by a remittance payable to the Treasurer of Ontario. Requests for material should be forwarded by teachers only and are to be addressed to Ontario Department of Lands and Forests, Parliament Buildings, Toronto 2.

Summary of the Ontario Fishery Regulations.
Summary of the Ontario Hunting Regulations.
Operation: Survival in the Woods (Comic Type Booklet).
How to Survive in the Woods (leaflet).
Wings Over Ontario (Air Service) — Canadian Geographical Reprint.
Forest Protection In Ontario — " " "
Meet the Wildlife of Ontario's Outdoors — price 35 cents.
Camping Safety (folder).
Administrative Branches Chart.
Massasauga Rattler — SYLVA reprint.
Snakes Alive — " "
Aurora Trout — " "
Lake Trout — " "
Northern Pike — " "
White Bass — " "
Carp — " "
Largemouth Black Bass — " "
Atlantic Salmon — " "

Algonquin Park Booklet.
Provincial Parks of Ontario — Complete Listing.
Provincial Parks in Ontario (Historical — Canadian Geographical Reprint).
Forest Research in Ontario — Canadian Geographical Reprint.
The Farm Woodlot.
Planning for Tree Planting.
Care and Planting of Forest Trees.
Forest Trees of Ontario — price 50 cents (Pupils will be provided with a copy for 20 cents if request signed by teacher).
Hardwood Trees of Ontario with Bark Characteristics — 50 cents.
The Birch Bark Canoe.

Single Leaflets (Mammals):
Woodchuck or Groundhog
Coyote
Cottontail Rabbit
Muskrat
Red Fox
Squirrels
Timber Wolf
Beaver
Black Bear
Otter

Single Leaflets (Birds):
Scarlet Tanager
Rose-breasted Grosbeak
White-throated Sparrow
Black-capped Chickadee and White-Crested Nuthatch
Bluebird
Flicker
Evening Grosbeak
Song Sparrow

17

EMERGENCY MEASURES ORGANIZATION

Inspectors are asked to ascertain for their own information and for the information of the school boards in the inspectorates in which they are in charge, the name, address, telephone number, and area of jurisdiction, of the Emergency Measures Organization representative in their local areas. This information should be available from the municipal clerks.

18

TEACHERS' RECORD CARDS

It is expected that in January and in September of each year, each inspector will review and bring up to date the Teachers' Record Cards for the teachers in the inspectorate in which he is in charge. At these times the cards for those teachers who have moved to an unknown destination should be forwarded to the Department promptly. When a teacher has died, retired permanently, been superannuated, or had his certificates cancelled or suspended, this fact should be typed on the next unused line of the card with the date, and certified by the inspector, and the card should be forwarded to the Department. A continuous summary of the Record Cards that have been forwarded to the Department or to another inspector, should be kept. It would seem that the only Record Cards that should be located in an inspector's office are those of teachers who are employed in the inspectorate or who may be available for occasional teaching in that inspectorate. A year would appear to be a reasonable length of time to keep a card for a teacher who is resident in the inspectorate and who may be available for occasional work. If the teacher is not employed during that time it seems reasonable to assume that the teacher has retired, and the card should be forwarded to the Department.

With approximately 40,000 teachers in the elementary schools, with many teachers leaving the profession and with many returning to the profession annually, it is necessary that this procedure be adhered to so that requests to the Department for Teachers' Record Cards may be filled, and that a new record card need not be started for a teacher returning to the profession, because the original card cannot be located.

19

HOLIDAYS

It is expected that each inspector employed by the Department of Education will take his holidays during the summer months when the schools are closed. If this is impossible because the inspector is employed in summer school work, he should communicate with this office so that other arrangements can be made.

Each inspector is asked to advise this office regarding the dates on which he plans to commence and to terminate his holidays. Care should be taken to be certain that the period of absence is shown on the inspector's Personal Attendance Register.

20

SUMMER COURSES

If any inspector is planning to attend a summer course in 1962 this office should be informed as soon as possible in order that approval may be obtained for leave of absence. It is very difficult to deal with applications which are received after May 1.

21

TRAVELLING EXPENSES OF PUBLIC SERVICE INSPECTORS TO THE O.E.A., 1962

The Minister of Education is pleased to announce that return railway fare (convention rate) and necessary expenses of public and separate school inspectors who are employed by the Department of Education, to enable them to attend the meetings of the Ontario Educational Association at Easter, 1962, will be paid by the Department.

22

PERSONAL ATTENDANCE REGISTERS

Please see item No. 32 of Circular No. 2, September, 1960.

From time to time a great deal of difficulty is experienced in obtaining personal attendance registers from some members of the inspectoral staff, with the result that reports which must be sent to the Civil Service Commission monthly are invariably late.

There seems to be no reason why inspectors cannot put these reports in the mail immediately after the last day of each month, and if they are to be away from their place of residence at that time because of vacation, submit the report earlier than the end of the month, showing the dates of the proposed absence and the reason therefor.

In the event that an inspector becomes ill and is off duty over the end of the month, notification of this fact should be sent to this office. Arrangements will be made to see that the personal attendance register on behalf of the inspector is forwarded to the Business Administration Branch in the regular way.

Inspectors are advised that these reports are to be mailed in time to ensure that they will be received in the Department not later than the fifth day of each month.

23

CERTIFICATES SUSPENDED

Interim First No. 32210/52 .... held by Ruth E. Chartrand
Permanent First, No. 74630/55 .... held by Ruth E. Chartrand
Interim Elementary Arts and Crafts No. 43656/54 .... held by Ruth E. Chartrand
Permanent Primary Methods Part I, No. E61-2983/61 .... held by Ruth E. Chartrand

Permanent First No. 63688/50 .... held by Maxwell Fuller Johnson
Audio-Visual Aids No. E56-271 .... held by Maxwell Fuller Johnson

Supervisor, Vocal Music No. 7527/50 .... held by Henry Hayek

Permanent First No. 65123/52 .... held by Florence A. Martin
Permanent Second No. 63487/50 .... held by Florence A. Martin
Interim Elementary Home Economics No. 39686/50 .... held by Florence A. Martin
Elementary Art and Crafts No. 40524/51 .... held by Florence A. Martin
Intermediate Art and Crafts No. 9090/53 .... held by Florence A. Martin
Supervisor, Art and Crafts No. 9731/53 .... held by Florence A. Martin

Interim Elementary-School Teacher's No. 164/60........ held by Allan G. Slingerland

Interim First No. 52/58 .... held by James J. Smart

Interim First No. 1062/55 .... held by F. N. Weatherilt
Intermediate Industrial Arts No. 59/62 .... held by F. N. Weatherilt
Audio Visual Methods No. E60-743 .... held by F. N. Weatherilt

24

CERTIFICATES CANCELLED

Interim Elementary-School Teacher's No. 1645/60 .... held by Lawrence V. Provost
Interim Elementary-School Teacher's No. 143/60 .... held by Charles Richeson
Interim Elementary-School Teacher's No. 1716/58 .... held by David Thomson

G. A. Pearson
Superintendent of Elementary Education.

Toronto 2, February 23, 1962

ONTARIO

DEPARTMENT OF EDUCATION

No. 2(1), February, 1962.

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

Re: Positions Available Overseas

The External Aid Office of the Canadian Government reports that there is some need of elementary school teachers and trainers of elementary school teachers to undertake overseas assignments in newly developing countries under one of Canada's Aid programmes. All applicants should hold a university degree.

It reports that there is a present need for approximately four young men who are qualified primary school teachers to serve as circuit headmasters in the jungles of Sarawak. Health, physical fitness, imagination, versatility, mental toughness and strong self-control are vital. In addition, applicants should have a university degree, a teaching certificate, and a few years' teaching experience in elementary schools, preferably in rural areas. Experience as a vice-principal or principal is desirable.

A few elementary school principals or senior teachers are also required who would be qualified to work as teacher trainers at the elementary school level.

Teachers interested in applying for one of the positions mentioned should write to the External Aid Office, 75 Albert Street, Ottawa 4.

G.A. Pearson

. . . .
Superintendent of Elementary Education.

Toronto 2, February 26, 1962.

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM FOR ELEMENTARY-SCHOOL INSPECTORS

Re: Sale of Elementary-School Property

Where an elementary-school building has been sold since January 1, 1959 the reduction in recognized cost will be determined by reducing the approved cost of similar construction as follows:-

1. In the case of portables, each will be valued at $5000 less $500 per year of age in the year of the sale.
2. In the case of one room schools, each will be valued at $20,000 less $1000 per year of age in the year of the sale.
3. In the case of schools of two rooms or more, each classroom will be valued at $20,000 less $400 per year of age of each classroom in the year of the sale.
4. The reduction made on and after January 1, 1962 for the sale of the land will be the assessment of the land as shown on the roll on which taxes were levied in the year preceding the sale multiplied by the provincial equalizing factor for legislative grants for the year of the sale.

H. E. Elborn

Deputy Minister of Education

Toronto 2, February 23, 1962.

ONTARIO

DEPARTMENT OF EDUCATION

No. 2(k), February, 1962.

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

Re: Form Bldg. 9 and Form Bldg. 10

Form Bldg. 9 - The form of application for approval of a new school site has been revised for 1962. Two changes are to be noted. It will not be necessary to attach a copy of the registration of the deed. The local assessment to be used will be that on which taxes were levied on the property in the year preceding the purchase. The provincial equalizing factor for legislative grants for the year of the sale will therefore be used. As a result, the recognized cost for grant purposes may be determined as soon as the purchase is made.

Form Bldg. 10 - Report of the sale of a school site has been revised for 1962. The local assessment to be used will be that on the roll on which taxes were levied in the year preceding the sale. The provincial equalizing factor for legislative grants for the year of the sale will therefore be used. As a result, the amount of the adjustment may be determined as soon as the sale is made. Destroy your supply of these forms dated prior to February 1962.

G. A. Pearson

. . . .
Superintendent of Elementary Education.

Toronto 2, February 23, 1962.

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO ELEMENTARY-SCHOOL INSPECTORS
SECONDARY-SCHOOL PRINCIPALS

Re: Junior Red Cross

1. The Department of Education wishes to bring to the attention of elementary-school inspectors and of secondary-school principals, the February Campaign of the Ontario Junior Red Cross for the Red Cross Fund For Needy Children At Home and Abroad.

2. The members of Ontario Junior Red Cross raised in the 1961 campaign, approximately $106,700, which the Advisory Committee, composed of representatives of the public, separate and secondary schools, and of the medical profession, has endeavoured to use for the assistance of boys and girls whose needs cannot be met in their entirety by their parents. Several additional cases of orthodontia have been undertaken, and assistance has been given with a dietary supplement for children suffering from phenylketonuria. Many other individual cases of need have been investigated, and assistance in the form of drugs, and hospital care, has been given. During 1961, $17,000 was devoted to the assistance of fibrocystic children. A commitment of a similar amount to the Ontario Branch of the Cystic Fibrosis Foundation has been made for 1962. The eye conservation coach continues to operate in the areas which are remote from an optometrist or oculist, and the three dental coaches provided dental care for 4243 children in the Temagami, Markstay and Beardmore areas during the year. A grant of $25,000 was made to the Canadian Junior Red Cross for the International Fund for Help and Understanding. The final grant to the National Association for Retarded Children was met, as was the 1961 commitment for the project dealing with emotionally disturbed and retarded children.

3. The authorization of the board of trustees should be obtained by the principal for the solicitation of funds for the 1962 campaign of the Ontario Junior Red Cross.

4. Principals of elementary schools should make their returns to the local inspector. The elementary-school inspectors and secondary-school principals should forward contributions to Mrs. O.C. Herrington, Director of Ontario Junior Red Cross, 460 Jarvis Street, Toronto 5, Ontario.

G. A. Pearson
. . . .
Superintendent of Elementary Education.

F. D. Randall
. . . .
Superintendent of Secondary Education.

TORONTO 2, January 29, 1962.

ONTARIO

DEPARTMENT OF EDUCATION

No.2(i) February, 1962.

Memorandum for the Elementary-School Inspectors

Re: Elementary-School Building Projects

1. It has been decided that the Department will advise the local member of the Legislative Assembly of Ontario when school building projects have been given tentative approval for grant purposes and final approval for grant purposes by the Department.

2. In order that the Department may be certain of the Ontario Constituency in which the new school or addition is located, the inspectors are asked to have typed on Form Bldg.4, Building Proposal, and on Form Bldg.5, Request for Final Approval, under the words Elementary School in the upper right hand corner, the name of the Ontario Constituency concerned.

3. As the location of the new building project is to be included in the notices to the local member, the inspectors are asked to include this information on Form Bldg.4, on the third line, following the name or number of the school, if it is known at the time the application for tentative approval is forwarded, and on Form Bldg.5 on the first line of Section 1, following the name of the school. In an urban municipality the location should be given by street and number, and in a rural municipality the location should be given by lot and concession.

G. A. Pearson

Superintendent of Elementary Education.

Toronto 2, February 1, 1962.

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO THE INSPECTORS

Re: Unqualified Teachers

Each inspector is asked to forward to this office, not later than February 16, on one copy of this form, the information requested below. Complete details are to be given in both sections. If a section does not apply, it is to be marked "nil".

G.A. Pearson

January 30, 1962. Superintendent of Elementary Education.

To The Superintendent of Elementary Education

1. Re: Letters of Permission

I hereby certify that, with the exceptions noted below, Letters of Permission have been received for the employment of unqualified persons in all cases where unqualified persons are employed in any schools in my inspectorate. The exceptions and the reasons therefor are as follows:

School Board	Unqualified Teacher

2. Re: Letters of Standing

Letters of Standing have not yet been received by the teachers listed below who are engaged in this inspectorate, for the reasons given.

February , 1962. Inspector ______________________

Inspectorate ______________________

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

Re Certain Forthcoming Publications

The purpose of this memorandum is to inform you regarding the two following publications, which deal with reorganized programmes in the secondary schools.

(a) Circular H.S.1, Requirements for Diplomas.

(b) After Grade Eight, a brochure with the sub-heading "Opportunities Available in the Secondary Schools of Ontario".

Copies will be sent out from the Department in February.

Circular H.S.1

A copy of this circular will be sent direct from the Department to each Principal of an Elementary School which has Grade 9 and/or 10 classes, as heretofore. Three copies will be sent to the Inspector for his information.

After Grade Eight

The Inspectors are asked to distribute copies of this brochure for

(a) each Elementary School Principal,

(b) each teacher of Grades 7 and 8, and

(c) each pupil of Grade 8.

Each Inspector is asked to complete the following questionnaire and send this whole sheet to the undersigned by return mail.

E. A. Pearson

. . . .

Superintendent of Elementary Education.

TORONTO, January 30, 1962.

QUESTIONNAIRE

Name of Inspectorate ____

Name of Inspector ____

Total number of copies of "After Grade Eight" required for the above-mentioned distribution, allowing about 5% extra, and using a multiple of 25. ______________

ONTARIO

DEPARTMENT OF EDUCATION

No. 2 (d), December, 1961.

MEMORANDUM TO THE INSPECTORS

The Minister of Education has announced that the policy of establishing a Committee of Selection at each Provincial Teachers' College will continue in 1962. The Principal of the Teachers' College is chairman of the Committee, and the members are drawn from the staff of masters of the Teachers' College, local inspectors of public and separate schools, and local members of the Ontario Teachers' Federation. Each applicant for admission to the Teachers' College will be interviewed by a representative or by representatives of this Committee.

Certain inspectors have been named as members of the Committee of Selection at each Teachers' College. It may be necessary, however, for the Committees to ask other inspectors of public and separate schools to interview candidates for Teachers' College admission who cannot be conveniently interviewed by a member of the Committee of Selection. Inspectors are asked to assist in this way if requested to do so by the Principal of the Teachers' College, who will be able to supply full information regarding the conduct of the interview and the brief report required.

Your full co-operation will be appreciated.

G. A. Pearson

. . . .
Superintendent of Elementary Education.

Toronto 2, December 11, 1961

ONTARIO

DEPARTMENT OF EDUCATION

2 (h), January, 1962.

MEMORANDUM FOR THE INSPECTORS

A few copies of the Ontario Hydro 16 mm. Film Catalogue are enclosed.

Please distribute a copy to each school which is equipped to use such films and which is likely to make use of them.

If additional copies of the catalogue are required, they may be obtained by sending a request to this office.

G.A. Pearson

Superintendent of Elementary Education.

Toronto 2, January 3, 1962.

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO THE INSPECTORS

Two copies of this memorandum are being sent to you. Please complete and return one copy to me not later than January 19.

G. A. Pearson
Superintendent of Elementary Education.

Toronto 2, January 3, 1962.

TO THE SUPERINTENDENT OF ELEMENTARY EDUCATION

A. 1. Number of full-time classroom teachers, including principals and auxiliary class teachers, in this inspectorate as of January 3, 1962. (Supervising principals, music supervisors and part-time teachers are not included.) ....

2. Number of Boards of Trustees in this inspectorate as of January 3, 1962. ....

3. Number of open schools in this inspectorate as of January 3, 1962. ....

4. Number of teachers of Indian Schools in this inspectorate as of January 3, 1962. ....

B. 1. Anticipated number of full-time classroom teachers, including principals and auxiliary class teachers, in this inspectorate as of September 4, 1962. (Supervising principals, music supervisors and part-time teachers are not included.) ....

....
Inspector

....
Inspectorate

Date..................................

Form Building 8
3M Jan. 1962
To be stapled to Form G60
when requesting approval for grant
purposes of new water facilities
or new modern toilet accommodations

Re: Inspectorate . . . .
Board . . . .
School. . . . .
Approval No. . . . . Year . . . .

To the Superintendent of Elementary Education:

It is hereby certified that the answers to the following questions are all in the affirmative with the exception of those in any group (A,B,C,D,E) as indicated by circling. (Where the answer to any question is in the negative, the inspector shall outline the problem on the reverse of this sheet and withhold the board's copy of G60 until he has received instructions from the Department).

Date . . . .
Inspector of Public or Separate Schools

. . . .

A. WASHROOMS

1. Will the proposed washrooms be so located that demolition will be unnecessary should an addition be made later to the school?
2. Will the walls of the washrooms extend to the ceiling?
3. Will proper screening be provided when the washroom doors are open?
4. Will the well supply at least 450 gallons of water per day per classroom?

B. WATER SUPPLY

1. Will the well be 50 feet or more distant from the disposal bed? (100 feet desirable)
2. Is the location of the well satisfactory in terms of a possible future addition to the school?
3. Will the cost of the water supply apply to the installation on school property only?
4. Will this service always be used for school purposes only?

C. SEPTIC TANK

1. Will the proposed septic tank be connected to the disposal bed by tight jointed drain pipe?
2. Will the location of the septic tank be such that it will not be in the way of a possible future extension of the building?

D. DISPOSAL BED

1. Will the proposed disposal bed supply at least 400 feet of tile per classroom?
2. Is the proposed location of the disposal bed such that field tile can be laid in horizontal rows?
3. Will the location of the disposal bed be such that it will not be in the way of a possible future extension of the building?

E. RESPONSIBILITY

1. Has the Board notified the local Medical Officer of Health of the proposed project?
2. Is the Board aware that it should have the plumbing installation inspected by the Plumbing Inspector, where inspection is required under the provisions of the Regulations on Plumbing and Sewers?

Ontario College of Education
UNIVERSITY OF TORONTO

371 BLOOR STREET WEST - TORONTO 5, ONTARIO, CANADA

FELLOWSHIPS FOR GRADUATE STUDY IN EDUCATION
1962-1963

A number of fellowships and other forms of financial assistance are available for students in full-time attendance during the regular session 1962-63 and enrolled in courses leading to graduate degrees in Education. The following are included:

The William Pakenham Fellowship — $2,000

Open to residents of Ontario who are experienced teachers, this Fellowship is awarded for graduate study at the Ontario College of Education or elsewhere.

The F.W.T.A.O. Fellowship — $3,000

Ordinarily applicants must be members of the Federation of Women Teachers' Associations of Ontario, but other applicants with outstanding qualifications will be considered.

Graduate and Research Assistantships — up to $2,000

Several graduate and research assistantships are available for students proceeding to advanced degrees. These involve varying amounts of part-time professional work, some directly in Graduate Studies, others in the Department of Educational Research or in the Guidance Centre at the College.

Further information and application forms may be obtained from:

Director of Graduate Studies,
Ontario College of Education,
371 Bloor St., W.,
Toronto 5, Ontario.

Completed applications should be submitted by March 1, 1962.

Attention is also directed to the O.S.S.T.F. Scholarship for Educational Research, in the amount of $2,500. This scholarship is open to practising teachers in Canada undertaking full-time advanced graduate study at a university of their choice in a field related to the work of the schools. Details are available from the General Secretary, Ontario Secondary School Teachers' Federation, 1260 Bay Street, Toronto 5, Ontario.

ONTARIO

DEPARTMENT OF EDUCATION

No. 2 (e), December, 1961.

MEMORANDUM FOR THE ELEMENTARY-SCHOOL INSPECTORS

Re: Book Agents

From time to time the Department of Education receives information that book agents are canvassing trustees and teachers (particularly inexperienced teachers) to promote the sale of an encyclopedia and library books while claiming to represent the Department of Education. They also often try to obtain the names of pupils and other such information. When questioned closely they seek refuge in the statement that they represent the department of education of their company.

Inspectors should advise trustees and teachers that, when an individual claims to be a representative of the Department of Education, he should be required to show credentials to support his claim. It is most unlikely that any representative of the Department of Education will be in an inspectorate without the inspector being advised by the Department previous to his visit.

G.A. Pearson

. . . .
Superintendent of Elementary Education.

Toronto 2, December 11, 1961.

ONTARIO

DEPARTMENT OF EDUCATION

No. 2(a), September, 1961.

MEMORANDUM FOR THE ELEMENTARY-SCHOOL INSPECTORS

I have been advised that effective October 1, 1961 the Public Relations Department of The Canadian Bankers' Association will be located at 50 King Street West, Toronto 1, Ontario.

After that date enquiries and requests concerning filmstrips, booklets, or other material produced by The Canadian Bankers' Association for use in schools should be sent to the new address.

G. A. Pearson

Superintendent of Elementary Education.

Toronto 2, September 29, 1961.

ONTARIO

DEPARTMENT OF EDUCATION

No. 2 (c), October, 1961.

MEMORANDUM FOR THE ELEMENTARY-SCHOOL INSPECTORS

1. Physical Education

It is drawn to your attention that Physical Education is a required subject and should therefore be given a proper allotment of time on all Elementary School time-tables. You should encourage this by asking to see Physical Education classes on some of your regular inspection visits. Please make sure that teachers are familiar with the appropriate Course of Study (Curriculum P:5 - Primary Grades, Curriculum J:5 - Junior Grades).

2. O.E.A. Membership

The membership committee of the O.E.A. has launched its campaign for the year 1961-62. Increased membership is being sought to further the cause of education in Ontario, and also, to make possible the employment of a full-time Secretary-Treasurer. The committee would appreciate your support of its effort to increase the membership.

3. Affiliation with the Science Teachers' Association of Ontario

The Science Teachers' Association of Ontario has approved the affiliation of the Elementary School Teachers' of Science with the Association. Accordingly they will take part in the Easter Convention at the O.E.A.. You are asked to bring this information to the attention of any teachers in your inspectorate who are particularly interested in the teaching of Science.

G.A. Pearson
. . . .
Superintendent of Elementary Education.

Toronto 2, October 23, 1961.

ONTARIO

DEPARTMENT OF EDUCATION

No. 2 (b), October, 1961.

MEMORANDUM TO THE INSPECTORS

Re: Elementary-School Construction, 1961

1. Two copies of the form for reporting elementary-school construction in 1961 are enclosed. Please forward one copy for your inspectorate to the Department on or before December 1, 1961. The second copy of the report should be retained in your office for future reference.

2. Before completing the report for 1961, please refer to last year's report. This will ensure that a new school or addition reported as completed in 1960 will not be reported again this year. A building project which has reached any level of approval (tentative, sketch plan, final plan, or final approval) should be carried forward in the annual reports until it is either completed or abandoned.

3. Please note that the last column in the report is the estimated total cost (not the sum approved and not the contract only). Normally, the estimated total cost corresponds closely with the sum indicated when final approval was requested.

G. A. Pearson

Superintendent of Elementary Education.

Toronto 2, October 23, 1961.

Inspectorate. . . . .

1961 REPORT ON ELEMENTARY-SCHOOL CONSTRUCTION

1. (a) New schools completed in 1961

Name of Board	Name of School	No. of New Classrooms	Other New Accommodation	Estimated Total Cost

2. Additions completed in 1961

Name of Board	Name of School	No. of New Classrooms	Other New Accommodation	Estimated Total Cost

3. New schools under construction in 1961 but not completed

Name of Board	Name of School	No. of New Classrooms	Other New Accommodation	Estimated Total Cost

Inspectorate. . . . .

4. Additions under construction in 1961 but not completed

Name of Board	Name of School	No. of New Classrooms	Other New Accommodation	Estimated Total Cost

5. New schools or additions for which tentative or final approval has been given but **where** construction has not started

Name of Board	Name of School	No. of New Classrooms	Other New Accommodation	Estimated Total Cost

6. Abandoned projects (after receiving tentative or final approval)

Name of Board	Name of School	No. of New Classrooms	Other New Accommodation	Estimated Total Cost

7. Name of Board	No. of New Portables 1961	No. of Portables Abandoned 1961	Total No. of Portables 1961

8. Converted areas

This list should include each area in existing schools which has been converted to serve a new purpose: e.g. classroom to office, office to classroom, home economics or industrial arts room to classroom, classroom to home economics or industrial arts room, etc.

Name of Board	Name of School	Original Use	Converted Use

Date. . . . .

. . . .
Signature of Inspector

No. 2, September, 1961

ONTARIO

DEPARTMENT OF EDUCATION

SUGGESTIONS AND INFORMATION FOR PUBLIC AND SEPARATE SCHOOL INSPECTORS

1

JUNIOR RED CROSS

The Junior Red Cross Advisory Committee has by separate memorandum expressed its appreciation to the inspectors for their encouragement of the enrolment of elementary-school classes in Junior Red Cross and for their encouragement of the active participation of boys and girls in the work of this organization. Your attention is directed to the activities of the Junior Red Cross during the past year, which were described in some detail.

The Department encourages Junior Red Cross as an in-school activity and inspectors are asked to give this organization their wholehearted support and to encourage teachers to enrol their classes so that the work may continue. The enrolment forms should be sent to the Director of Junior Red Cross, 460 Jarvis St., Toronto 5.

2

RELIGIOUS EDUCATION

Clause 6 of the Regulations respecting Religious Education requires the inspector to bring to the attention of the boards of trustees in his inspectorate each year the regulations relating to religious exercises and Religious Education.

Under the regulations covering Religious Education (see pages 5, 6 and 7 of the "Regulations and Programme for Religious Education in the Public Schools, 1949") provision is made by clause 5 for exemption from the teaching of this subject where an application, submitting reasons, is forwarded to the Department. Under this clause a small number of exemptions was given for the school year 1960-61. Inspectors are asked to advise boards that if exemption is to be continued, a further application must be made for the school year 1961-62. If this has not already been done, the matter should be attended to at once.

Individual teachers should not send requests to the Department for the Teachers' Guides to Religious Education. These Guides are not stocked by the Department of Education for general distribution. They may be obtained from the Ryerson Press, 299 Queen Street West, Toronto 1. The list price of these books is $1.25 each for Guides for Grades 1 to 6 and $1.35 for the Grade 7 Guide. It is expected that the Grade 8 Guide will be available at an early date in the new school year, 1961-62. Where new classrooms are being operated, the Guides will be provided by the Department on the recommendation of the inspector. Teachers and principals should be advised to make their requests to the inspector and not direct to the Department.

Where by resolution of a school board, Religious Education in the schools is given by clergymen, it has been the practice of the Department to provide Teachers' Guides for the use of the clergymen, who may make their requests to the local inspector.

Inspectors are asked also to advise teachers of the selected Bible Readings available for their use. Pages 36 to 70 of the "Regulations and Programme for Religious Education in the Public Schools, 1949" contain a suggested list of Daily Bible Readings based on the lessons in the Teachers' Guides for Religious Education for Grades 1 to 6. A pamphlet, "List of Bible Readings for Schools", is available from the Department of Education. The readings on pages 22 to 30 of this pamphlet were specially selected for use in Grades 7 and 8.

3

THE TEACHERS' REFERENCE LIBRARY

The Department of Education, through the Provincial Library Service Branch, offers the teachers of rural public and separate schools an up-to-date library service with emphasis on reference material to be used in a modern curriculum. The books in the catalogue represent the most recent professional literature in education. They are available on loan under the conditions set out in the catalogue. It is hoped that this reference collection will be widely used and that it will prove a valuable aid to teachers. The catalogue has been revised and copies are available on application to Provincial Library Service, Department of Education, 278 Davenport Road, Toronto. The inspector is asked to bring this information to the attention of the rural teachers in his inspectorate and to encourage them to make maximum use of the books available.

4

FALL CONFERENCES

The inspectors are asked to send to this office, not later than October 20, suggested topics for discussion for the administrative portion of the programme for the inspectors' meeting on the first day of the fall conferences of Inspectors and Teachers' College Staffs at the Teachers' Colleges on the dates given in the memoranda of May 5, and June 21, 1961.

The suggestions should be sent under the heading "Suggested Topics for the meeting of Inspectors at the .... Conference of Inspectors and Teachers' College Staff."

Please ensure that the name of the group conference is designated and that the suggestions are sent on plain paper and are not signed.

5

FAMILY ALLOWANCES AND SCHOOL ATTENDANCE

The Regional Director of Family Allowances Division, Department of National Health and Welfare, 25 St. Clair Ave. East, Toronto, appreciates the co-operation of the Department of Education, its inspectors, and the principals, teachers, and school attendance officers in reporting the issuance of permits and the unlawful absence of pupils. A letter and a copy of Form 128, "Information Regarding Family Allowances and School Attendance", is being sent to each inspector by the Regional Director. You will note that report forms are available from the Family Allowances Division.

The procedure for notifying the Family Allowances Division is as follows:

(a) Unlawful Absence:

Cases which are causing concern are reported by the principal or school attendance officer to the inspector, who adds his recommendation before submitting the form to the Regional Director.

(b) Employment Certificates and Home Permits:

The issuance of employment certificates and home permits is reported to the Regional Director by the school attendance officer.

Inspectors should take full advantage of the facilities offered by the Family Allowances Division, and should encourage principals, teachers, and school attendance officers to do the same.

6

TRUSTEE ASSOCIATIONS

An act to incorporate the Ontario School Trustees' Council was passed at the 1953 session of the Legislature. This Council consists of representatives of the following associations:

1. The Associated High School Boards of the Province of Ontario.
2. L'Association des Commissaires des Ecoles Bilingues d'Ontario.
3. The Ontario School Trustees' and Ratepayers' Association.
4. Ontario Separate School Trustees' Association.
5. The Public School Trustees' Association of Ontario.
6. Ontario Urban and Rural School Trustees' Association.
7. Northern Ontario Public and Secondary School Trustees' Association.

The Ontario Trustees' Council provides a medium of communicating to the Department and to the Ontario Teachers' Federation the considered views of the member associations on educational and administrative matters within the jurisdiction of school trustees, and of mutual concern to the member assocations. The interest that boards of trustees have in promoting and advancing the cause of education in Ontario is strengthened and given positive direction when individual boards become members of an association which can carry these aims to the Ontario Trustees' Council.

The inspectors are requested to bring to the attention of each board of trustees the value of belonging to one of the associations, and to urge each board which does not belong to one to join the trustee organization of its choice.

The Regulations for General Legislative Grants, 1961, provide that the fee paid for membership in the Ontario School Trustees' Council and the fee paid for membership in one member association of the Ontario School Trustees' Council may be included in approved cost for grant purposes.

7

PUBLICATIONS REGARDING SAFETY

Inspectors are asked to advise school boards and principals that published material on safety which may be used in the schools should have the approval of the Safety Division of the Department of Transport.

8

SAFE PLAY AREAS

The inspectors are asked to have teachers stress with pupils from time to time the need there is for boys and girls to take precautions for their own safety on the playground, on the way to and from school, and in such areas as they may be playing when away from school.

Two unfortunate fatal accidents during the past year, to pupils who were playing near high tension wires, stress the constant need there is to emphasize with pupils the necessity of taking safety precautions.

9

INSPECTION REPORTS TO SCHOOL BOARDS

It is sometimes necessary for the inspector, in his report to a board of trustees, to make comments regarding the unsatisfactory work of a teacher. In each case, the inspector is directed to discuss the matter frankly with the teacher in order that he or she may know clearly that such report is being made, and the reasons therefor. It is suggested that the inspector's copies of reports to boards be kept on file in his office, and that any teacher be permitted to see those portions of them which refer to the work of the teacher concerned.

10

WARRANTS

Inspectors are reminded that Section 69 (1) of The Public Schools Act requires that payment by the council of the municipality of a local levy be made to the boards concerned on the warrant of the inspector. Section 45 (f) of The Separate Schools Act requires that all sums to be collected from the supporters of the separate schools under the control of boards shall be paid to the boards concerned on the warrant of the inspector. Form G58, available from the Department, may be used for this purpose.

11

INSURANCE OF SCHOOL BUILDINGS AND EQUIPMENT

Where the Annual Financial Report indicates that a board has not insured its buildings and equipment adequately, inspectors are requested to bring this important matter to the attention of the board concerned.

12

TERMINATION OF AGREEMENTS BETWEEN TEACHERS AND BOARDS

When a board desires to terminate a contract with a permanent teacher, it is required to give the teacher in writing the reason or reasons for the termination of the contract. The inspector is directed to bring this requirement to the attention of school boards regularly, and to remind them of the requirement regarding the dates of such notification.

13

UNITED NATIONS DAY, OCTOBER 24

The General Assembly of the United Nations has designated October 24 as United Nations Day, a day for making the aims and activities of the United Nations better known to the peoples of the world. It has been said that the UN represents man's best hope for a peaceful and co-operative world.

The observance of United Nations Day by the pupils in the junior and intermediate divisions of the elementary schools might well include reference to the many achievements of the United Nations in the last sixteen years, the basic aims of the organization, the responsibilities of Canadians as citizens in a member nation, and the hopes that the United Nations Organization holds for the future.

14

TEACHERS' MEETINGS

The same ruling will apply for the school year 1961-62 as has been in effect for several years past. It will be in order for the inspector to call a meeting of his teachers in one or more groups, using one school day in the year for the meeting. It is suggested that the provincial and local officials of the Ontario Teachers' Federation be permitted to use some time to bring matters of interest to the atttention of the teachers, if they so desire.

15

TESTIMONIALS FOR TEACHERS

Inspectors should not give written testimonials to teachers. When a teacher asks for a written testimonial, the inspector should state that he will be pleased to give the information to the school inspector concerned.

16

TEACHING CERTIFICATES
UNIVERSITY OF OTTAWA TEACHERS' COLLEGE

In order to obtain a permanent certificate a graduate of the University of Ottawa Teachers' College is required to teach for two years successfully in a bilingual class. Neither interim nor permanent certificates held by graduates of the University of Ottawa Teachers' College are valid in classes where French is being taught to English-speaking pupils.

School boards should not expect to be granted Letters of Permission for the employment in other than bilingual classes, of graduates of the University of Ottawa Teachers' College who hold only interim certificates valid only in bilingual schools, as it is essential that these persons complete the requirements for a permanent certificate.

If the graduate of the University of Ottawa Teachers' College has passed the examinations in English Part I, English Part 2, and Science at a Teachers' College other than the University of Ottawa Teachers' College, the graduate will of course hold qualifications for teaching in both bilingual classes and English-speaking classes.

17

ENGAGEMENT OF OCCASIONAL TEACHERS

The attention of inspectors is directed to Regulation 30 of Regulations for Elementary Schools. Where an unqualified teacher is to be engaged for a period exceeding two weeks, the board of trustees should obtain a Letter of Permission in the usual way.

18

PAYMENT OF OCCASIONAL TEACHERS

From time to time this office, or the Superannuation office, hears of a situation where a teacher has been permitted to pay his own substitute. Teachers and boards should be reminded that there is no provision for that procedure in the Acts and Regulations. Every teacher in the schools, whether permanent, probationary, or occasional, must be engaged by the board and paid by it. Each teacher is entitled to the superannuation credit only for the period for which he receives his proper salary.

The unauthorized practice mentioned can have a serious effect upon pensions. Occasionally a teacher retires under the impression that he has credit for the full 35 or 40 years, as the case may be, only to find that, because of incorrect handling of his substitute's pay, his service falls short of that required for a full pension. Similarly, where a substitute teacher has not been paid properly by the board, he may find that he lacks superannuation credit to which he is entitled.

Boards should be reminded that deductions for superannuation must be made from the salary of an occasional teacher for all periods of employment no matter how short, and reported on the annual return to the Superannuation Commission. These superannuation contributions are repayable to the occasional teacher when he stops teaching, on the request of the occasional teacher if the service is for fewer than twenty days, or on the filing of a completed refund application form if the service is for twenty days or more.

19

TRANSFER OF PUPIL RECORD CARDS

Pupil Record Cards contain confidential information. Therefore, when it is necessary to transfer them from school to school, they should be sent by First Class Mail.

20

CORRESPONDENCE WITH THE DEPARTMENT

The attention of inspectors, particularly those recently appointed, is directed to the fact that in all letters addressed to the Department only one topic should receive consideration in any one letter. This provision is necessary to ensure that filing for reference purposes may be properly completed in the Department. It is quite permissible that more than one letter be enclosed and mailed to the Department in the one envelope. When reference is made to a school included in a larger unit of administration, it should be referred to as part of that larger unit, e.g., No.. School, ...Township School Area.

21

CLOSING OF SCHOOLS WITH LOW ENROLMENT

When a school is closed, or when a closed school is reopened, the inspector is asked to report at once to the Department the exact date of closing or reopening.

22

REPORTING ACCIDENTS

The inspector is asked to report promptly to the Department details of any accident which involves a vehicle which is transporting school pupils. The report should include the following information:

(1) the type of vehicle or vehicles;

(2) whether the vehicle or vehicles were privately operated or were operated under contract by a public or separate school board or other school boards;

(3) a list of the names of pupils who were in the vehicles;

(4) a description of the injuries received and a statement as to where and by whom such pupils were given medical attention;

(5) the extent of any property damage;

(6) the names and addresses of the owners and the drivers of the vehicles;

(7) the weather and road conditions at the time of the accident; and,

(8) a diagram showing the location of the accident, the vehicles involved, and the directions of travel.

23

TEACHERS' RECORD CARDS

Inspectors are reminded that the Record Card for each teacher who is no longer engaged in teaching is to be forwarded to the Department. Requests from other inspectors for Record Cards for teachers who have not taught for some time, often cannot be filled because the cards have not been sent to the Department.

24

DEGREES AND ADDRESSES OF INSPECTORS

The latest information in the Department regarding the degrees held by inspectors and the office address of each inspector is shown in the publication, Inspectors and Inspectorates, September, 1961. If any inspectors have been granted degrees which are not included in this list, it would be appreciated if they would forward this information to the Department so that the records may be brought up to date. Any change in office address or telephone number of an inspector should be reported to the Department in a separate letter dealing with that subject.

25

MONTHLY PERSONAL ATTENDANCE REPORTS

These reports are to be made out, signed by the individual concerned, and forwarded to the Superintendent of Business Administration promptly at the end of each month. The standard form is to be used, except that the central columnar portion need not be completed. The word "week," where it appears in the form, is to be altered to "month." Absence from duty for illness, vacation, or special leave, is to be so indicated on the form. Absence from one's usual location while engaged in the business of the Department does not constitute absence from duty. In all cases of absence, it is essential that the first and last dates of absence be clearly indicated. During the summer when an inspector may be absent from his office on vacation or teaching summer school at the end of a month, the report for the month in question is to be forwarded at the usual time.

26

EXPENSE ACCOUNTS

Public Service Inspectors are reminded that expense accounts of separate school inspectors and inspectors working in the territorial districts should be submitted on the 15th of the month. In other cases, the accounts should be submitted at the end of the month. Those who submit accounts on the 15th of the month will understand that each year they must submit an account for the period March 16 to 31 at the end of March (the close of the fiscal year).

27

LETTERS OF PERMISSION

Teachers from Europe who wish to obtain Ontario teaching certificates are interviewed by the Special Committee of the Department for assessment of their academic standing and their use of the English language. Inspectors are instructed, therefore, not to recommend that a Letter of Permission be issued in favour of any person from a country other than Canada where English is not the native tongue, until that person has met the Special Committee and has been passed by it. Where such person's academic standing has been assessed by the Department as equivalent to that required for admission to Teachers' College, and the inspector indicates that the person's use of English is reasonably proficient, that person will be requested to appear before the Special Committee in Toronto and his return railway coach (or bus)) fare from his place of residence in Ontario, in excess of $5.00, will be paid by the Department.

Form 699, Application for a Letter of Permission, is to be used for each application for a board to engage an unqualified teacher. If the person to be engaged is an unqualified teacher of a special subject, the name of the special subject should be typed on the form. Please note that the provisions of Section 11, X-Ray: 1, October 1956, Memorandum to All Employees of School Boards, apply to the engagement of unqualified teachers.

Inspectors are advised that a Letter of Permission will not be issued to a board of trustees to engage as teacher any person who has been unable to qualify for a teaching certificate after the required period of teaching on the authority of a Letter of Standing, or for a person who cannot qualify for a permanent certificate after experience teaching on an interim certificate.

28

TERMINATION OF SUSPENSION OF CERTIFICATES

The suspensions of the following certificates have been terminated:

Interim First No. 26570/49 .... held by Gilles Allard
Permanent First No. 80718/59 .... held by Gilles Allard

Interim Elementary-School Teacher's No. 1353/56 .... held by Anne Margaret Cross

Interim Elementary-School Teacher's No. 2409/58 .... held by John E. Miller

Permanent Second No. 48341/31 .... held by Mrs. Eleanor L. Moore

Interim First No. 24987/48 .... held by John Eldon Terry
Permanent First No. 71354/54 .... held by John Eldon Terry
Intermediate Industrial Arts and Crafts No. 693/49 .... held by John Eldon Terry
Interim Specialist Industrial Arts and Crafts No. 807/51 .... held by John Eldon Terry
Permanent Specialist Industrial Arts and Crafts No. 646/54 .... held by John Eldon Terry

29

CERTIFICATES SUSPENDED

Elementary-School Teacher's No. 2512/59 .... held by Harvey James Howey

Permanent Second No. 41698/27 .... held by Mrs. Lulu Jewell
Elementary Art and Crafts No. 38204/49 .... held by Mrs. Lulu Jewell
Primary Methods Part 2 No. E60-3230 .... held by Mrs. Lulu Jewell

Permanent First No. 159/54/56 .... held by Mrs. Joan North
Elementary Physical and Health Type B No. 44283/54 .... held by Mrs. Joan North
Intermediate Physical and Health Type B No. 10608/55 .... held by Mrs. Joan North
Permanent Elementary-School Teacher's No. 1819/57/59 .... held by Mrs. Marilyn O'Hagan
Elementary-School Teacher's No. 1645/60 .... held by Lawrence V. Provost

30

CERTIFICATES CANCELLED

Interim First No. 23710/47 .... held by Robert James Bardeau
Permanent First No. 80686/59 .... held by Robert James Bardeau

Permanent First No. 309/55/58 .... held by Lewis Chambers
Elementary Industrial Arts No. E60-1234 .... held by Lewis Chambers

Permanent First Class No. 56524/41 .... held by Allan M. Gay
Permanent Elementary Agriculture No. 10736/41 .... held by Allan M. Gay

Interim Second No. 124/57 (French-speaking) .... held by Rene-Joseph Parent
Interim Elementary-School Teacher's No. 1380/57 (French Speaking) .... held by Rene-Joseph Parent

31

LETTERS OF STANDING

Letters of Standing will not be extended and Interim teaching certificates will not be issued to the following persons:

Mrs. Josephine Currie
Mr. E. M. Fedak
Mrs. Eunice M. Gallant
Mrs. Irene B. Gordon
Mrs. Eleanor J. Loebel
Miss Lois Millar
Mrs. B. D. Pope

32

LETTER OF STANDING CANCELLED

Letter of Standing No. 76/60 .... held by Joan Williams

G. A. Pearson
Superintendent of Elementary Education

Toronto 2, September 5, 1961.

ONTARIO

DEPARTMENT OF EDUCATION

No.1 (1), September, 1961

MEMORANDUM TO ELEMENTARY-SCHOOL INSPECTORS

Re: Requisitions

Inspectors employed by the Department are asked, when forwarding requisitions for material to be supplied to the offices in which they are in charge, to ensure that sufficient details are included to make clear the quantity, size and type of paper and envelopes, etc., required. If full details are used to describe each item, this office will be assisted in handling requisitions promptly.

G. A. Pearson

. . . .
Superintendent of Elementary Education.

Toronto 2, September 1, 1961.

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO THE INSPECTORS

It is essential that our record of inspectors' addresses and telephone numbers be kept up to date. Therefore, it will be appreciated, if you will complete the form below and return it to me as soon as convenient.

Name of Inspector..
(With University degrees)

Address to which mail should be sent.............................

....

Home address of Inspector..

Office Telephone Number..
(Write name of exchange in full, where applicable)

Home Telephone Number..
(Write name of exchange in full, where applicable)

G.A. Pearson

. . . .
Superintendent of Elementary Education.

Toronto 2, September 13, 1961.

N.B. If either telephone number is not yet known, please complete the form as far as possible and return it now. The additional information may be forwarded in a separate letter, as soon as it is available.

ONTARIO

DEPARTMENT OF EDUCATION

Memorandum to Public School Inspectors

Re: Teacher's Guide to Religious Education, Grade 8

1. The Teacher's Guide for the Religious Education programme in Grade 8 of the Public Schools will be available in the near future. The title of the book is THE SEED AND THE HARVEST.

2. Each public school inspector is asked to complete the form below and to return it to this office on or before September 29, indicating the number of copies required for the inspectorate in which he is in charge, at the rate of one copy for each Grade 8 classroom operated by the public school boards in the inspectorate.

G. A. Pearson
....
Superintendent of Elementary Education.

Toronto 2, September 12, 1961.

- -

To: Superintendent of Elementary Education,
Department of Education,
Parliament Buildings,
Toronto 2.

The number of copies of the Teacher's Guide for the Religious Education programme in Grade 8 of the Public Schools required in this inspectorate is ....

Inspectorate..

Signature of Inspector..............................

Address...

Date...................................

No. 1 (k), September, 1961.

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO ELEMENTARY-SCHOOL INSPECTORS

1. Vacancies

Each inspector is asked to report to this office by Friday, September 29, the number of vacancies still existing in his inspectorate.

2. Information for Ontario Teachers' Federation

Each inspector is requested to send to Miss Nora Hodgins, B.A., Secretary-Treasurer, Ontario Teachers' Federation, 1260 Bay Street, Toronto 5, as soon as possible, a list in duplicate giving the following information for each teacher in his inspectorate:

(1) Name
(Please indicate each beginning teacher with an "X")
(2) Address
(3) School
(4) Salary.

It will not be necessary for the inspector to provide the secretaries of the affiliated bodies of the Federation with such lists, as Miss Hodgins will transmit one of the lists sent to her to the secretary of the affiliated body concerned.

3. Information for Canadian Text-Book Publishers' Institute

Each inspector is also requested to send to Mrs. Ruth A. Cole, Secretary, 60 St. Clair Avenue West, Suite 5, Toronto 7, a copy of the list which he is sending to Miss Hodgins for the use of the Canadian Text-Book Publishers' Institute.

G. A. Pearson

. . . .
Superintendent of Elementary Education.

Toronto 2, September 1, 1961.

ONTARIO

DEPARTMENT OF EDUCATION

Toronto 2
September 12, 1961

The Honourable John P. Robarts, Minister of Education, announces:

1. SCHOOL ENROLMENT

Elementary school enrolment is expected to increase by approximately 50,000 in September, 1961. Last September, the number of pupils enrolled in the elementary schools of the Province reached an all-time high of 1,126,388.

A parallel increase in secondary school enrolment of approximately 21,000 is expected in September, 1961. Last September, the secondary school enrolment totalled 262,775.

It is interesting to note that since the end of the last war, enrolment in Ontario schools has increased by more than 120%.

2. BUILDING PROGRAMME

More than three-quarters of a billion dollars has been spent on school construction in Ontario since 1945. In 1960, Elementary School Boards completed 529 building projects, providing places for 78,750 pupils at an estimated cost of $59,938,000, and Secondary School Boards completed 72 projects providing places for 26,480 pupils at an estimated cost of $39,200,000. While the need for new buildings is expected to decrease in the elementary school field, secondary school construction in the vocational and technical areas is expected to increase sharply in the immediate future.

3. TEACHER SUPPLY

(a) Elementary

The supply of teachers for the elementary schools continues to improve. In June, 1961, more than 5,200 certificated teachers entered the profession from the ten Teachers' Colleges, making it possible to discontinue the in-service programme for the preparation of teachers for the elementary schools. Only the Second Year of the Pre-Teachers'-College Summer Course was offered, therefore, in 1961. A second step towards higher standards for admission to the teaching profession is the requirement, effective in September, 1961, that Grade 13 graduates entering the One-year Course hold standing in two English papers among the eight papers required. Formerly, standing in only one English paper was necessary. The programme carried out by the Department of Education in recent years to attract well-qualified young persons into the teaching profession will be continued. Attention

is now being directed to increasing the number of Grade 13 graduates admitted to the One-year Course, and to gradually reducing the number of students from Grade 12 entering the Two-year Course.

In September, 1960, the Lakehead Teachers' College began operation, with an enrolment of 207 students, in temporary quarters rented from the Fort William Board of Education. This September, the College will occupy its new building on a site adjacent to the Lakehead College of Arts, Science, and Technology in Port Arthur. Construction of a Teachers' College in Windsor has begun, and this new institution should be ready for occupancy in September, 1962. A site has been purchased upon which to build a Teachers' College in the Niagara Peninsula to accommodate students living in that area who now attend the Hamilton Teachers' College.

(b) Secondary

The enrolment in the regular session at the Ontario College of Education continues to increase at an annual rate of approximately 10%, corresponding to the increase in summer session registration. By September 15, it is expected that 800 will be in attendance at the winter session, including candidates for the High School Assistant's, High School Specialist's and Vocational certificates. A vigorous programme has been undertaken to increase the supply of vocational teachers, and financial assistance has been offered to those who enrol. Approximately 290 tradesmen have been accepted in response to this appeal for technical teachers. This number is included in the total expected enrolment above. In 1961 at the Initial Summer Course of eight weeks, 1,222 prospective teachers were enrolled at centres in Toronto, Kingston, and London. Attendance at the second summer eight weeks' Completing Course at the same centres was the largest ever, numbering 895.

For the first time, Type A Seminars of eight weeks' duration were conducted in Toronto for high school assistants qualified by scholarship in various subject fields to become high school specialists. Enrolment was 106.

The Regular Summer Course of eight weeks, including theory and practice teaching, was provided for elementary teachers who wish to acquire secondary school certificates. Enrolment in this course was 160.

Provision was also made for the supplementary training of teachers through summer courses in art, music, commercial subjects, home economics, and industrial and vocational arts. These courses are open only to teachers who hold basic secondary school certificates.

4. GENERAL LEGISLATIVE GRANTS

The plan for school grants which came into effect in 1958 introduced two new features: provincial equalization of assessment, and application of a growth-need factor. The general Legislative Grants based on this plan for 1961 will amount to $184,000,000. An additional $7,000,000 will also be paid in grants in 1961 to ease the tax burden on residential and farm land.

Further provision is made in the estimates for the payment of $1,600,000 for the cost of education of pupils residing in territorial districts and on crown lands, $1,165,000 for assistance in the payment of cost of education and for capital grants for school accommodation for retarded children, $650,000 for grants towards community programmes and non-profit camps, $2,000,000 for public libraries, and over $36,000,000 for grants to universities.

5. LEGISLATION

Twenty-eight amendments were made to five acts at the last session of the Legislature. Some of the changes made are of particular interest. A child may not retire from school to work on his father's farm until the end of the school term in which he attains the age of fourteen. A school board may employ a psychologist or a psychiatrist. A board may grant a retiring allowance to a non-teaching employee. Provision is made for arbitration when the boundaries of a high school district are changed. Unpaid school taxes in the territorial districts may be collected through the sheriff's office. The minimum size of a school section is defined, and provision made for more frequent arbitration for apportioning costs in a union school section. The official names of separate school boards and the number of trustees on an urban separate school board are clarified. The relationship of teachers in private schools and in the College of Education to the Teachers' Superannuation Fund is amended. In the Revised Statutes of Ontario, obsolete sections in The Public Schools Act have been omitted, and the sections have been arranged in a more logical manner.

6. SUPERVISION

Sixteen elementary school inspectors have been newly appointed to the Elementary Education Branch of the Department. Nine of these appointees will have supervisory and administrative duties in the public schools, and seven will carry out their duties in separate school inspectorates. These appointments have been made to replace inspectors who have died or retired, or who have resigned to accept positions with local boards that employ their own supervising officials. This year, the Welland Board of Education has appointed its own inspector for the first time. An in-service training programme of one week's duration will be held this autumn for newly appointed elementary-school inspectors employed by the Department of Education.

In the Secondary Education Branch, a further move has been taken to decentralize inspection procedures. A unit has been established in South-Western Ontario with offices in London under the supervision of an Assistant Superintendent of Secondary Education. Associated with him will be five recently appointed subject inspectors in the fields of English, Mathematics, Modern Languages, Commercial, and Shop Work. These inspectors will assist district inspectors in the St. Clair, Huron, and West Central areas of the Province.

7. CENTRALIZATION OF SCHOOLS

In the elementary school field there is an accelerated programme among the boards of trustees of both Public and Roman Catholic Separate School areas to provide central graded-classroom schools. In the rural parts of Ontario, 618 such central schools have replaced 1,547 one-room rural schools. These schools reduce the number of grades to be taught by one teacher, allow for an interchange of teachers in the fields where specialized instruction is desirable, and provide for better accommodation and equipment. Centralization, an outstanding trend in elementary school accommodation in the last few years, has reached the point where, at the present time, only 7% of the pupils of the Province are attending one-room schools.

In the secondary school field, almost all towns, villages, and townships in southern Ontario are now included in larger High School Districts, and some of these larger units have been established in the territorial districts. The small continuation schools, formerly numerous in the Province, have been gradually disappearing; only nineteen now remain.

8. EXAMINATIONS AND STANDARDS

Further consideration has been given during the year to the administrative problems involved in the marking without undue delay of increasing numbers of Grade 13 examination papers. The report of a special committee of the University Matriculation Board, which represents the Department and the Universities on examination matters, resulted in several further studies of specific topics. This study should lead eventually to improvement of the Grade 13 examinations and to a Grade 13 year in which educational values are the first consideration, with cramming for examinations receiving less emphasis.

To assist principals and teachers to reach a uniform standard of evaluation for the Province in the subjects of the Secondary School Graduation Diploma, Grade 12 Departmental tests of an objective nature were administered in the spring of 1961. For most pupils, these consisted of an aptitude test and three achievement tests: History or Economics, Algebra, and Latin. In the next two years the tests will probably be continued in similar form and may be used both for the purpose of standardization by the Department and, as pupils pass through Grades 11 and 12, for the Carnegie Study of student achievement.

The Carnegie Study of Identification and Utilization of Talent in High School and College, begun in 1959-60 by the Department of Educational Research of the Ontario College of Education with the assistance of a grant of $90,000 from the Carnegie Corporation, has just completed its second year of testing pupils in Grades 9 and 10. The purpose of the Carnegie Study is to evaluate the abilities and progress of secondary school pupils. In 1959-60, Grade 9 pupils were tested for academic aptitude and for achievement in English and Mathematics. In 1960-61, one-hour achievement tests were administered to Grade 10 pupils in each of English, French, Mathematics, and General Information. The Canadian Interest Inventory, which was

given to Grade 9 pupils in 1959-60, was repeated in 1960-61 in Grade 10. The programme in 1961-62 will be limited to the administration of two questionnaires, one to the teachers and one to the pupils. The success of pupils in their first year of work or of further education after leaving secondary school will be studied.

9. PROFESSIONAL DEVELOPMENT

(a) Elementary

The particular responsibility of the Professional Development Branch is the promotion of the in-service growth of teachers. Officials in this Branch assist elementary school inspectors and groups of teachers in organizing various types of programmes designed to increase professional competence. During the past year increasingly large numbers of teachers in many centres across the Province attended workshops, conferences, seminars, and demonstrations organized to improve teaching techniques and to keep staffs informed of the latest trends and practices in various subject fields. Members of the Branch participated in many of these workshops.

In co-operation with other Branches of the Department, twelve summer courses were organized and supervised by the Professional Development Branch.

During the fall term, 1960, thirty-two experienced helping teachers were employed to assist school inspectors in the supervision of teachers with limited training and experience.

(b) Secondary

The continuing increase in the proportion of secondary school teachers with limited classroom experience gives special importance to means whereby these teachers may achieve full competence in their work. In co-operation with secondary school inspectors and principals, and with the active interest and support of experienced teachers throughout the Province, the professional development programme, which since 1957 has been in the special charge of an assistant superintendent of secondary education, is being enlarged in scope and effect. As formerly, special visits are made in the different inspectorates to teachers who are new to their duties, lesson procedures are discussed, and teaching methods demonstrated. Conferences with inexperienced teachers regarding special problems of the classroom are held in schools visited, and frequently in the evenings with larger groups of teachers from schools of the area. Consideration is given to basic principles of the teaching art as well as to specific matters involved in the successful presentation of different subjects of the curriculum.

The growing interest of teachers in improving their scholarship and professional standing and also the effective manner in which principals, vice-principals, senior teachers of established competence, and local school officials assume the responsibilities of leadership with regard to competent teaching are especially reassuring at this period of growth and development in our secondary school system.

10. SPECIAL EDUCATIONAL SERVICES

In the 1960-61 school year, ninety-five school boards requested assistance from the Auxiliary Education Services Division in conducting survey work with a view to providing special help for pupils having difficulties with regular grade instruction.

It is encouraging to report that the enrolment of teachers in the Auxiliary Education Summer Courses and the Guidance Summer Courses has increased greatly in the last two or three years. More principals and regular classroom teachers are availing themselves of the opportunity to increase their knowledge and improve their methods in the fields of educating exceptional children and guidance.

The work with trainable retarded children under local Associations for Retarded Children continues to expand rapidly, and, effective September 1, 1961, an additional Special Services Inspector has been engaged to visit these classes and assist the teachers with their school programmes. At the end of June, there were sixty-four Associations to which grants were paid in the 1960-61 school year.

11. CURRICULUM

For some time, the entire science programme of the schools has been under examination. New courses of study will be introduced in Grades 7, 8 and 9 this autumn and in Grade 10 in September, 1962. Committees are at work revising the Grade 13 course in biology and the Grade 11 course in physics.

During the past year, an experimental programme in mathematics was conducted with Grade 9 classes in thirty-six schools. This year the project, which has been developed in co-operation with the Ontario Mathematics Commission, will be extended to selected Grade 10 classes.

The Guidance programme for Grades 7 to 12 has been revised. Copies of the new programme have been distributed to the schools for introduction in September, 1961.

This fall, a number of curriculum publications will be issued to the schools. These will include detailed outlines of the courses in history for Grades 9 and 10 and in geography for Grades 7, 8, 9, and 10; revised courses of study in industrial arts for Grades 7 to 12; an expansion of the present courses of study in modern languages to include a course in Russian and a list of grammatical topics and idioms in German; supplements to the Reading List for the Primary and Junior Divisions; a Basic Book List for Secondary Schools; and an Alcohol Studies Guide prepared by the Alcoholism Research Foundation of Ontario at the request of the Department of Education.

A committee has begun investigation into problems of teaching handwriting in the elementary schools.

Consideration is being given to the introduction of art as a subject in the Grade 13 programme. With this aim in mind, a committee has undertaken the preparation of a course of study for this grade.

The revision of the courses in English for Grades 7, 8, 9, and 10 is proceeding and should be completed by the spring of 1962.

12. VOCATIONAL EDUCATION

The spring of 1961 ushered in a new era for vocational education with the signing of a new Provincial-Federal Technical and Vocational Training Agreement. The scientific and technological advances made in recent years have led to an ever increasing demand by industry and business for beginning employees with more practical educational qualifications. Hence, the traditional courses of the high schools and collegiate institutes no longer adequately meet the needs of many present day pupils of secondary school age. Many pupils have no intention of proceeding to higher education; rather they are looking forward to early employment. Such pupils will obtain the maximum benefit from their years in a secondary school if they enrol in the courses for which they are best suited, and if facilities are provided which will enable technical education to be carried on effectively.

In response to the present encouragement by the Federal and Provincial Governments of increased emphasis in the secondary schools on vocational education, an unprecedented number of boards are in the process of providing vocational accommodation for the teaching of the Business (Commercial) and Technical Courses of their schools.

As of August 21, 126 building projects were being processed. Sixty-three of these will provide additional vocational accommodation for boards which at present offer the vocational courses; the remainder are requested by boards which have offered some commercial education but have not offered technical education. The new accommodation will, in most cases, convert the existing secondary schools into composite schools, and in a few instances the additional facilities will make possible the establishment of vocational schools.

Plans are under way to revise the curriculum for the Business and Technical Courses to suit the aptitudes, interests, and abilities of all pupils. Courses will range from those which will permit a pupil to enter the regular Grade 13 course down to two-year courses designated to assist pupils to secure employment upon leaving the secondary school system. Pre-apprenticeship courses at the high school level will be given special emphasis in this programme.

The expansion of the technical education programme will require the services of an additional number of teachers of technical shop work. These teachers must have a Grade 12 education and from six to eight years of trade experience in a particular trade. They will be required to take a one-year course in Pedagogy at the Ontario College of Education. Since these prospective teachers will be, for the most part, older men with families, the tuition fees at the College of Education will be paid by the Government, and a subsistence allowance of $30.00 a week will be provided. The new Technical and Vocational Training Agreement has also encouraged the expansion of facilities in the post-secondary school technological field of education.

13. TECHNICAL INSTITUTES

Provincial Technical Institutes are now in operation at Toronto, Hamilton, Windsor, Ottawa, and Haileybury. The Lakehead College of Arts, Science and Technology, which operates under its own board of governors, offers, in addition to the courses in arts and science, courses in engineering, forestry, and mining technology.

The Technical Institutes, exclusive of the Provincial Institutes of Trades, enrolled 2,991 students during 1960-61, and it is expected that the enrolment for 1961-62 will be approximately 3,450.

The Western Ontario Institute of Technology, Windsor, graduated its first class of forty-one students on May 5, 1961.

Approval has been given for the completion of the final unit of the new building at the Ryerson Institute of Technology, Toronto. Approximately 60% of this unit will consist of instructional areas, and the remainder will provide areas for administration, physical education, and a cafeteria. Approval has also been given for the construction of a new building for the Eastern Ontario Institute of Technology in Ottawa, which will be designed to accommodate 600 students.

14. INSTITUTES OF TRADES

This September, four new Provincial Trade Schools are being planned, to be located in Sault Ste. Marie, Ottawa, London and Toronto. When these are completed, Ontario will have five Provincial Trade Schools with accommodation for approximately 3,500 students. In these schools training will be provided in designated and non-designated trades. Apprentices in the various designated trades from all of Ontario will go to these schools for courses in related education and special trades training. This apprentice programme is a co-operative effort of the Departments of Labour and Education of Ontario, the Department of Labour of Canada, and the industries for which training is provided. As in vocational and technical education, the Provincial-Federal Agreement has greatly stimulated interest and development in trade training.

15. EDUCATIONAL TELEVISION

The Department of Education is represented on the National Advisory Council on School Broadcasting to the Canadian Broadcasting Corporation by one of its officials from its Audio-Visual Branch. The Council plans national radio broadcasts and educational television programmes for Canadian schools. Next year, for the first time, fifty-eight half-hour telecasts will be offered on Tuesdays and Thursdays from 3:00 p.m. to 3:30 p.m., beginning October 17, 1961 and ending May 31, 1962.

There are two Department of Education representatives on the Metropolitan Television Association of Toronto, which is organized to serve the Metropolitan Toronto area. During the fall and winter months of 1960-61 the studio facilities of the Ryerson Institute of Technology were made available as a training

centre for Metro educators, and as an experimental centre for a selected group of approximately 100 teachers in the production of several educational television programmes.

To assist in educational television production the Department of Education has released an experienced teacher of science from Toronto Teachers' College to the Metropolitan Educational Television Association and has provided a grant of $8,000 towards research and programming.

The Audio-Visual Branch continues to evaluate educational television programmes produced by the Canadian Broadcasting Corporation and to examine evaluations made by other interested groups. All reports seem to indicate an interest of the teachers of Ontario in the quality and type of telecasts produced to date.

In the spring of 1961 the Ontario Educational Television Association was formed from the Educational Television Committee of the Ontario School Trustees' Council to consider educational television for the schools of the Province outside the Toronto Metropolitan area. The Department of Education, with two officials of the Audio-Visual Branch as its representatives, is an active member of this Association.

A National Conference to deal with educational television was held at the University of Toronto from May 23rd to May 26th, 1961. This Conference was sponsored by the National Advisory Council with the University of Toronto, the Canadian Broadcasting Corporation and the Metropolitan Educational Television Association as hosts. Three senior officials of the Department of Education and the representative of the National Advisory Council were in attendance. Prior to the Conference, the Deputy Minister of Education, along with other Canadian delegates, was enabled to make a short study of educational television in Britain through a grant from the Canada Council and the assistance of the Commonwealth Relations Office. Also, through a grant of money from the Ford Foundation, two senior officials of the Department of Education as well as some sixty delegates to the Conference, made short trips to American centres to study the use of educational television in the United States.

As a result of this Conference, plans were made for a meeting of senior Department of Education officials to discuss the future policy of educational television as it affected Ontario schools.

16. TEXT-BOOKS

A number of text-books are now available for the new history courses in Grades 7, 8, 9, and 10. These publications are considered to be outstanding contributions in this field and are illustrative of the talents and abilities of our teachers to present this important subject in an interesting and challenging way. Not only is the style of writing commendable, but several new techniques have been developed in illustrations, time charts, and general format.

Several geography texts are now available for the new courses in Grades 7, 8, 9, and 10. New science books are now appearing and these will emphasize centre for Metro educators, and as an experimental centre for a selected group of approximately 100 teachers in the production of several educational television programmes.

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Two new series of primary readers are being produced and will be available early this autumn.

17. STUDENT AID

Financial assistance was given to over 8,000 students in the scholastic year 1960-61, in a total amount slightly over $2,500,000. These figures represent three forms of financial assistance—bursaries, scholarships, and loans.

Bursaries are outright awards and are granted on the basis of academic proficiency of at least second class standing, and financial need. They vary in amount from $100 for students completing the final year of secondary school to $500 for university students. A total of 4,380 students received assistance of this kind in 1960-61, representing an expenditure by the Province of $1,050,300, of which the Federal Government contributed $100,000.

Scholarships of $400 each are awarded to students who attain an average of 80% on eight Grade 13 papers including English Composition and English Literature, and who proceeded to a Canadian university, an Ontario Teachers' College, or an Ontario Technical Institute. The monetary value is $400 except where an applicant receives other major awards. In 1960, 428 persons qualified as "Ontario Scholars" of whom 383 received a total payment of $144,934.

Loans are based on financial need and an academic record of at least third class standing. In 1960, loans totalling $1,389,206 were made to 3,362 persons attending Canadian universities, Ontario Teachers' Colleges, Ontario College of Art, Ontario Technical Institutes, and Osgoode Hall Law School. These loans are interest free until April of the year following graduation, and repayment need not begin until that time.

Transportation assistance was provided in 1960-61 for 797 students in northern Ontario who attended Ontario universities or technical institutes distant from their homes.

From the income on a scholarship fund of $500,000 established a year ago to honour the visit of Her Majesty Queen Elizabeth II to Ontario, ten scholarships of $2,500 each were made available to students this year for postgraduate study in Ontario universities. These awards are known as The Queen Elizabeth Scholarships.

18. UNIVERSITIES

During the fiscal year 1961-62, the Department of Education will pay in grants to the universities of Ontario an amount of $19,295,000 for operating costs and $17,525,000 for capital costs, a total of $36,820,000. The latter figure represents an increase of 25% over the total paid last year when the grants to the universities reached the highest peak in history.

During the past year, institutions of higher learning in the Province have been able to make considerable progress in the expansion of their physical plants and in the addition of staff to provide for the ever-increasing numbers of students who wish to further their education. The objective is that every student who has the ability and the desire to continue his education will have the opportunity to do so.

Towards this end the Government has established an Advisory Committee on University Affairs. This Committee of outstanding citizens, with a deep interest in higher education and a thorough knowledge of our society and its needs, will study all matters concerning the establishment, development, operation, expansion, and financing of universities in Ontario and will make recommendations that will be considered by the Government.

19. COMMUNITY PROGRAMMES

The Community Programmes Branch continues to encourage the provision of opportunity for the educational and recreational use of leisure time. It provides this service through a field staff and a specialist staff, through training courses for municipal recreation employees, and through grants to municipalities.

Counselling services are offered to all Ontario communities through a field staff working from thirteen district offices. This staff travels more than 175,000 miles a year to make over 2,500 visits to communities seeking advice and assistance. Through specialists, the Branch also offers aid in specific fields such as art, crafts, drama, puppetry, programmes for older people, recreation facilities, social recreation, leisure-time learning, and rural community programmes.

During the last calendar year, 8,478 persons from Ontario communities attended 164 leadership training courses in various subjects. The Community Programmes Branch also worked in co-operation with the Ontario Department of Agriculture and rural organizations to provide leadership training courses designed specifically for the rural community and to sponsor courses in sixteen rural community high schools, with an attendance of 1,352 adults.

20. LEADERSHIP CAMPS

In the summer of 1961, 840 sixteen-year-old secondary school students attended the two leadership courses conducted by the Physical Education Branch of the Department of Education at Longford Mills and Irondale. These students were selected for their high academic standing, leadership potential, and qualities of health and fitness.

The Ontario Athletic Leadership Camp courses at Longford Mills make vigorous physical activities the basis for developing and improving the students' organizing ability and capacity for leadership. The courses of the Ontario Camp Leadership Centre at Irondale include a study of plant and animal life in natural surroundings, camp craft, water safety programmes, canoeing, and cross-country hikes. The programme also provides opportunities for experience in counselling

and in camp organization, and emphasizes the importance of good nutrition and a high level of physical fitness. The counsellors-in-training contribute their services for two or three weeks to church and agency camps where thousands of Ontario children enjoy the experience of living close to nature.

21. TRANSPORTATION OF PUPILS

Transportation of pupils in rural areas continues to be an important service. During the past year elementary school boards transported 76,000 pupils to school daily and secondary school boards transported 61,000 pupils. About 10% of these were transported on vehicles owned by school boards. Of these, approximately 41% of the pupils resided at least six miles from school, 20% resided from four to six miles from school and 38% resided from two to four miles from school. Beginning in September, 1961, the drivers of school vehicles will be required to take a special examination to qualify for a school bus operator's licence. School vehicles that carry ten passengers or more will be subject to new stringent regulations with a view to improving safety measures.

22. SUMMER COURSES FOR TEACHERS

Departmental Summer Courses were offered at sixteen centres in Ontario. Courses located in such widely separated centres as Kenora, Morrisburg, Windsor, Timmins, and Toronto covered a wide range of subjects including Art, Auxiliary Education, Audio-Visual, Guidance, Music, Physical and Health Education, Primary Methods, and a Secondary School Principals' Course. The total registration, which included both Elementary and Secondary School teachers, was 7,079, which is a record for registration for these courses.

About 3,000 other elementary school teachers enrolled in academic summer courses at universities and worked towards a university degree. Many secondary school teachers, who already held degrees, took additional university courses to upgrade their standing.

More than 500 elementary and secondary school teachers enrolled in post-graduate courses at the Ontario College of Education and worked towards the degree of Bachelor, Master, or Doctor of Education. The College also offered special courses in Commercial Subjects, Home Economics, Vocational Education, and Industrial Arts. Six hundred teachers completed these courses successfully.

23. SCHOLARSHIPS FOR STUDY OUTSIDE ONTARIO

Again in 1960-61, four Ontario teachers have been studying with the assistance of Department of Education Scholarships for Study Outside Ontario. The recipients of the scholarships in the past year attended universities in England, France, and the United States. Their agreement to give at least three years of service to education in Ontario after their return gives assurance that the provincial school system will receive benefit from their studies.

24. TEACHER EXCHANGE

During 1960-61, sixteen Ontario teachers taught in the United Kingdom under the teacher exchange plan, one was in British Columbia and one in the United States. Several other teachers were on duty in the Department of National Defence schools in Europe. For 1961-62, twenty-four Ontario teachers will go on exchange to the United Kingdom, one to British Columbia, and two to the United States. Others will serve in the Department of National Defence schools.

Teacher exchange is an excellent means of enabling teachers to broaden their professional knowledge and of promoting national and international understanding.

Two staff members of the Ontario Teachers' Colleges have been granted leave of absence to assist in the External Aid Programme sponsored by the Department of External Affairs of the Government of Canada. One will assist in the training of science teachers at Singapore Teacher Training College; the other will instruct in reading and language at the Batu Lintang Teacher Training College in Kuching, Sarawak.

25. SCHOOLS FOR THE DEAF AND THE BLIND

The Ontario School for the Deaf in Belleville enrolled a record 515 pupils during the 1960-61 school year. Accommodation at the Ontario School for the Blind in Brantford was increased this year with the addition of an auditorium, a small gymnasium, and a number of rooms for instructional purposes. The enrolment during the 1960-61 school year rose to 227.

Final plans for the first unit of the Ontario School for the Deaf in Milton have been completed. This will be the most modern school of its kind in North America. Stage one consists of a Junior School and residence, Administration Building, Boiler Plant, Laundry Plant, Hospital Staff Residence and accommodation for the Superintendent and the Chief Engineer. Approximately 200 children will be accommodated in this unit. It is expected that construction of this first stage of the building may begin this fall.

26. PUBLIC LIBRARIES

During the year under review, twelve new public library boards were formed in communities across the Province, from Manitouwadge in the north-west to Morrisburg in the eastern region. New library buildings or additions have been completed in Sarnia, Welland, Brooklin, East York, and Orillia.

Regulations for the distribution of legislative grants to libraries were revised early this year. Funds provided for library grants in this Province have increased from $990,000 in 1957 to $2,000,000 in 1961, an increase of over 100% in four years.

Circulation of books, films and other items now totals more than 26,000,000 annually.

DEPARTMENT OF EDUCATION

Form 31-1,100-61-2319

ONTARIO

PUBLIC AND SEPARATE SCHOOL

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J. W. Grimmon, B.A., B.Paed.	Director of Audio-Visual Education	559 Jarvis Street, Toronto 5
L. M. McKenzie, B.A.	Director of Correspondence Courses	559 Jarvis Street, Toronto 5
B. S. McCool, B.A.	Director of Music	Parliament Buildings, Toronto 2
G. A. Wright, B.S.A.	Director of Physical and Health Education	559 Jarvis Street, Toronto 5

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York No. 6 (Richmond Hill Public School Board)	G. S. McIntyre, B.A., B.Paed., Supt. of Public Schools	c/o McConaghy Public School, 62 Yonge St. S., Richmond Hill

PUBLIC SCHOOL INSPECTORS — COUNTIES

INSPECTORATE	NAME OF INSPECTOR	ADDRESS
Brant No. 1	J. C. Webster, B.A., B. Paed.	Court House, Brantford
Bruce No. 1	D. W. Simpson, B.A.	Walkerton
Bruce No. 2 and Grey No. 5	A. W. Smith, B.A., M.Ed.	715 Second Ave. E., Owen Sound
Bruce No. 3	T. K. Waldie, B.A.	Box 520, Walkerton
Carleton No. 1 and Russell No. 1	R. K. Vogan, B.A., B.Paed.	1241 Wellington St., Ottawa 3
Carleton No. 3	C. A. Rath, B.A.	1241 Wellington St., Ottawa 3
Dufferin No. 1	C. W. Gabel, B.A., B.Paed.	Orangeville
Dundas No. 1	M. N. Hutchinson, B.A., B.Ed.	Winchester
Durham No. 1	E. J. D. Webster, B.A., B.Paed.	Bowmanville
Durham No. 2	C. A. Holmes, B.A., B.Paed.	5 Queen St., Port Hope
Elgin No. 1	A. D. McColl, B.A.	8 Southwick St., St. Thomas
Elgin No. 2	R. E. Rawlings, B.A., B.Paed.	8 Southwick St., St. Thomas
Essex No. 1	F. A. Leitch, B.A., M.Ed.	Box 1000, Essex
Essex No. 2	W. R. Quance, B.A., B.Ed.	Box 1000, Essex
Essex No. 3	C. R. Crawford, B.A., B.Paed.	Box 781, Kingsville
Essex No. 4	W. F. Hampton. B.A., B.Ed.	1448 Tecumseh Road E., Windsor
Essex No. 11	*F. Y. L. Lacroix, B.A., M.Ed.	Box 317, Belle River
Frontenac No. 1 and Addington No. 1	V. R. Reid, B.A., B.Ed.	Sharbot Lake
Frontenac No. 2	J. E. Horton, B.A., B.Paed.	1082 Princess St., Kingston
Frontenac No. 3 and Lennox No. 2	A. F. Watts, B.A., M.Ed.	1082 Princess St., Kingston
Glengarry No. 1 and Prescott No. 1	H. L. Welch, B.A., M.Ed.	Alexandria
Glengarry No. 11 and Prescott No. 13	*J. A. A. Deschamps, B.A.	Alexandria
Grenville No. 1	W. H. Knisley, B.A., M.Ed.	Prescott
Grey No. 1 and City of Owen Sound	A. F. Brown, B.A.	715 Second Ave. E., Owen Sound
Grey No. 2	L. L. Sinclair, B.A.	715 Second Ave. E., Owen Sound
Grey No. 3	W. G. Rae, B.A., B.Paed.	Hanover
Haldimand No. 1	T. R. Brown, B.A.	Caledonia
Haliburton No. 1, Peterborough No. 3 and Victoria No. 2	N. E. Ward, B.A., M.Ed.	Minden
Halton No. 1	R. F. Bornhold, B.A., M.Ed. O. G. McDowell, B.A.	Box 448, Milton
Halton No. 4 and Wentworth No. 2	W. L. McNeil, B.A., B.Paed.	Box 27, Milton
Hastings No. 1, Nipissing No. 4 and Haliburton No. 2	J. H. Bates, B.A., M.Ed.	Bancroft
Hastings No. 2 and Prince Edward No. 2	R. A. Dunsmore, B.A., M.Ed.	379 Front St., Belleville
Hastings No. 3	G. H. Waldrum, B.A., B.Ed.	Tweed
Hastings No. 5 and Northumberland No. 4	C. E. McMullen, B.A., B.Ed.	Box 348, Trenton
Huron No. 1	J. H. Kinkead, B.A., B.Paed.	Goderich
Huron No. 2	J. W. Coulter, B.A., M.Ed.	Goderich

PUBLIC SCHOOL INSPECTORS — COUNTIES (Continued)

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Kent No. 1	E. C. Evans, B.A.	35 East Market Sq., Chatham
Kent No. 2	A. A. Gilroy, B.A.	35 East Market Sq., Chatham
Kent No. 3	V. L. Vandergust, B.A., M.Ed.	35 East Market Sq., Chatham
Kent No. 11	*F. Y. L. Lacroix, B.A., M.Ed.	Box 317, Belle River
Lambton No. 1	R. J. Carter, B.A., B.Paed.	203½ North Vidal St., Sarnia
Lambton No. 2	A. V. Vincent, B.A., B.Paed.	Petrolia
Lambton No. 3 and Middlesex No. 4	W. G. MacDonald, B.A., M.Ed.	Watford
Lanark No. 1	J. W. Barber, B.A., B.Paed.	Perth
Lanark No. 2 and Carleton No. 2	G. M. Nobes, B.A., B.Paed.	Carleton Place
Lanark No. 3, Leeds No. 3 and Grenville No. 2	J. H. Crammond, B.A., M.Ed.	34 Beckwith St. S., Smith's Falls
Leeds No. 1	G. T. Hackett, B.A., M.Ed.	Box 520, Gananoque
Leeds No. 2	R. H. Field, B.A., M.Ed.	Box 1, Brockville
Lennox No. 1, Addington No. 2 and Hastings No. 4	H. H. Langford, B.A.	Box 150, Napanee
Lincoln No. 1 and Wentworth No. 3	A. Klim, B.A., B.Paed.	12 Main St. W., Grimsby
Lincoln No. 2	J. L. Runnalls, B.A.	54 Ontario St., St. Catharines
Middlesex No. 1 and Oxford No. 3	H. G. Schlotzhauer, B.A., B.Paed.	389 Queens Ave., London
Middlesex No. 2 and Oxford No. 4	H. A. Griffith, B.A., B.Paed.	389 Queens Ave., London
Middlesex No. 3	E. Oakes, B.A., B.Paed.	Strathroy
Norfolk No. 1	E. F. Jordan, B.A., M.Ed.	19 Colborne St. N., Simcoe
Norfolk No. 2	L. T. Slichter, B.A., B.Ed.	19 Colborne St. N., Simcoe
Northumberland No. 1	C. W. Young, B.A., B.Paed.	Brighton
Northumberland No. 2	G. W. Nelson, B.A., B.Paed.	Town Hall, Cobourg
Ontario No. 1	Miss L. L. McNeill, B.A., B.Paed.	Uxbridge
Ontario No. 2	T. H. Houghton, B.A., M.Ed.	110 Green St., Whitby
Ontario No. 4	J. C. McClelland, B.A., M.Ed.	110 Green St., Whitby
Oxford No. 1	W. G. Anderson, B.A., B.Paed.	Woodstock
Oxford No. 2	A. P. Silcox, B.A., B.Paed.	Ingersoll
Peel No. 1	N. Muir, B.A., B.Paed.	51 Main St. N., Brampton
Peel No. 2	A. A. Martin, B.A., B.Paed.	30 Port St. E., Port Credit
Peel No. 3	E. R. Underhill, B.A.	51 Main St. N., Brampton
Perth No. 1	R. G. Boyce, B.A., M.Ed.	Court House, Stratford
Perth No. 2 and City of Stratford	G. N. Edwards, B.A., B.Paed.	84 Ballantyne Ave., Stratford
Peterborough No. 1 and Northumberland No. 3	K. O. Birkin, M.A., B.Paed.	Court House, Peterborough
Prescott No. 11	*J. Lapensee, B.A.	Plantagenet
Prescott No. 12	*G. C. Filion, B.A., M.Ed.	Hawkesbury
Prince Edward No. 1	H. L. Knight, B.A., B.Paed.	Picton
Renfrew No. 1	M. A. Craig, B.A., B.Paed.	Pembroke
Renfrew No. 2	G. A. MacLeod, B.A., M.Ed.	Box 250, Renfrew
Renfrew No. 3	W. J. C. Burgoyne, B.A., B.Ed.	Eganville
Renfrew No. 4	B. R. Sheppard, B.A., B.Ed.	Pembroke
Russell No. 11	*H. E. Dubois, B.A.	Rockland
Simcoe No. 1	K. J. Ellis, B.A., M.Ed.	Municipal Bldg., Midland
Simcoe No. 2 and Ontario No. 3	D. A. Lapp, M.A., M.Ed.	60 West St. N., Orillia
Simcoe No. 3	L. W. Clark, B.A., M.Ed.	Box 130, Alliston
Simcoe No. 5	P. M. Scott, B.A., B.Paed.	35 Owen St., Barrie
Simcoe No. 6	*F. J. Macdonald, B.A.	39 Collier St., Barrie
Simcoe No. 7	R. H. Macklem, B.A., B.Paed.	35 Owen St., Barrie
Simcoe No. 11	*J. G. Beaulieu, B.A., B.Ed.	717 Pape Ave., Toronto 6
Stormont No. 1 and City of Cornwall	A. E. Kelley, B.A., M.Ed.	Box 1237, Cornwall
Stormont No. 2 and Glengarry No. 2	P. H. Torrance, B.A., B.Paed.	Box 1116, Cornwall
Toronto Metropolitan Area (Forest Hill, Swansea and Weston)	D. I. Young, B.A., B.Paed. R. G. Kendall, B.A., B.Paed.	1415 Lawrence Ave. West, Toronto 15
Victoria No. 1 and Peterborough No. 2	E. C. Anderson, B.A.	Ontario Government Bldg., Oakwood Road, Lindsay
Victoria No. 3	B. C. Barrett, B.A., B.Paed.	Ontario Government Bldg., Oakwood Road, Lindsay
Waterloo No. 1 and Wellington No. 3	B. H. Bennett, B.A., B.Paed.	741 King St. W., Kitchener
Waterloo No. 2 and Wellington No. 4	S. D. Oakes, B.A., B.Ed.	741 King St. W., Kitchener
Waterloo No. 3	C. Cornwell, B.A., M.Ed.	63 Ainslie St. N., Galt
Welland No. 1 and Haldimand No. 2	J. R. M. Peat, B.A., B.Paed.	203 East Main St., Welland
Welland No. 2	E. G. Peterson, B.A., B.Paed.	41 Division St., Welland
Welland No. 3	N. R. Wightman, B.A.	39 Oakland Ave., Welland
Welland No. 4	See Page 3	
Welland No. 5 and City of Niagara Falls	J. K. Crossley, B.A., B.Ed.	999 Victoria Ave., Niagara Falls
Wellington No. 1	E. I. Nelson, B.A., M.Ed.	Fergus
Wellington No. 2	C. R. Whitfield, B.A., B.Ed.	95 Norfolk St., Guelph

PUBLIC SCHOOL INSPECTORS — COUNTIES (Continued)

INSPECTORATE	NAME OF INSPECTOR	ADDRESS
Wentworth No. 1	J. K. Evans, B.A., B.Paed. Miss M. Taylor, B.A., M.Ed.	Court House, Hamilton
York No. 1	E. M. Dunn, B.A., B.Paed.	225 Cedar St., Newmarket
York No. 2	D. D. Adams, B.A.	225 Cedar St., Newmarket
York No. 3	M. Hallman, B.A., B.Paed.	18 Yonge St. N., Richmond Hill
York No. 4	W. J. McLeod, B.A., B.Paed.	18 Yonge St. N., Richmond Hill

PUBLIC SCHOOL INSPECTORS — DISTRICTS

INSPECTORATE	NAME OF INSPECTOR	ADDRESS
Algoma No. 1	H. G. McTaggart, B.A., B.Ed.	Court House, Sault Ste. Marie
Algoma No. 3	F. H. Wilkinson, B.A., B.Ed.	Suite 18, Plaza Bldg., Elliot Lake
Algoma No. 11	*J. R. Potvin, B.A.	Columbia Walk, Elliot Lake
Cochrane No. 1	W. D. A. McCuaig, B.A., B.Ed.	Cochrane
Cochrane No. 2, Algoma No. 2 and Sudbury No. 5	R. D. Barber, B.A., B.Ed.	84 Carlin Ave., Timmins
Cochrane No. 11	*A. Joubert, B.A., B.Paed.	3 Byng St., Kapuskasing
Cochrane No. 12	*J. L. Duchesneau, B.A., B.Ed.	249 Algonquin Blvd. E., Timmins
Kenora No. 1	C. G. M. Smith, B.A., B.Paed.	Box 660, Kenora
Kenora No. 2	L. E. Maki, B.A., B.Ed.	Dryden
Manitoulin No. 1 and Sudbury No. 3	S. Geiger, B.A.	Gore Bay
Muskoka No. 1, Nipissing No. 3 and Parry Sound No. 2	R. S. Claus, B.A., M.Ed.	Huntsville
Muskoka No. 3	W. F. Hammell, B.A., B.Paed.	Bracebridge
Nipissing No. 2, Parry Sound No. 1 and City of North Bay	J. W. Trusler, B.A., M.Ed.	108 Main St. E., North Bay
Nipissing No. 11 and Sudbury No. 14	*C. J. Lamarche, B.A.	Sturgeon Falls
Nipissing No. 12	*F. A. Moreau, B.A., B.Paed.	269 Main St. W., Box 91, North Bay
Parry Sound No. 3 and Muskoka No. 2	B. H. Gorrill, B.A., M.Ed.	Court House, Parry Sound
Rainy River No. 1	P. C. Anderson, B.A., M.Ed.	Box 366, Fort Frances
Sudbury No. 1 and Algoma No. 4	C. E. Butcher, B.A., M.Ed.	172 Elm St. W., Sudbury
Sudbury No. 2	G. F. Ross, B.A., B.Ed.	172 Elm St. W., Sudbury
Sudbury No. 4 and Nipissing No. 1	A. J. MacLean, B.A., M.Ed.	172 Elm St. W., Sudbury
Sudbury No. 13	*J. O. Pelletier, B.A., B.Paed.	172 Elm St. W., Sudbury
Temiskaming No. 1 and Cochrane No. 3	J. F. Lawless, B.A., M.Ed.	Box 607, Kirkland Lake
Temiskaming No. 2	M. C. Napper, B.A.	Haileybury
Thunder Bay No. 1	R. R. Steele, B.A., M.Ed.	207 News Chronicle Bldg., Waters St., Port Arthur
Thunder Bay No. 2	J. S. Lowcock, B.A., B.Paed.	207 News Chronicle Bldg., Waters St., Port Arthur
Thunder Bay No. 3	W. J. Judd, B.A.	207 News Chronicle Bldg., Waters St., Port Arthur
Thunder Bay No. 4 and Rainy River No. 2	J. A. Martin, B.A., M.Ed.	207 News Chronicle Bldg., Waters St., Port Arthur

ROMAN CATHOLIC SEPARATE SCHOOL INSPECTORS

R.C.S.S. INSPECTORATE	NAME OF INSPECTOR	ADDRESS
Alexandria Division	*J. A. A. Deschamps, B.A.	Alexandria
Barrie Division	*F. J. Macdonald, B.A.	39 Collier St., Barrie
Belle River Division	*F. Y. L. Lacroix, B.A., M.Ed	Box 317, Belle River
Belleville Division	E. J. Neville, B.A.	244 Pinnacle St., Belleville
Brantford Division	L. L. Begley, B.A.	189 Colborne St., Brantford
Burlington Division	J. D. Hogan, B.A., B.Paed.	2075 Lakeshore Rd., Burlington
Chatham Division	H. J. Payette, B.A.	35 East Market Square, Chatham
Cornwall Division No. 1	J. R. Lalonde, B.A., B.Paed.	3A Third St. W., Cornwall
Cornwall Division No. 2	R. J. Bergin, B.A.	3A Third St. W., Cornwall
Cornwall Division No. 3	J. D. Bougie, B.A., B.Paed.	3A Third St. W., Cornwall
Elliot Lake Division	*J. R. Potvin, B.A.	Columbia Walk, Elliot Lake
Guelph Division	F. H. Hogle, B.A., B.Paed.	95 Norfolk St., Guelph
Haileybury Division	L. L. Charette, B.A.	Haileybury
Hamilton Division	F. P. Cunningham, B.A., M.Ed. W. M. McRae, B.A.	Chedoke P.O., 579 Upper James St., Hamilton
Hawkesbury Division	*G. C. Filion, B.A., M.Ed.	Hawkesbury
Hearst Division	M. J. Jacques, B.A.	Hearst
Kapuskasing Division	*A. Joubert, B.A., B.Paed.	3 Byng St., Kapuskasing
Kingston Division	C. P. Matthews, B.A., B.Paed.	1082 Princess St., Kingston
Kitchener Division No. 1	L. J. Langan, B.A.	741 King St. W., Kitchener
Kitchener Division No. 2	D. F. Dineen, B.A., B.Ed.	741 King St. W., Kitchener
London Division No. 1	K. J. Regan, B.A.	389 Queens Ave., London
London Division No. 2	E. L. Ennis, B.A., B.Ed.	389 Queens Ave., London
Niagara Falls Division	D. J. Lefebvre, B.A., B.Com.	1211 Drummond Rd., Niagara Falls
North Bay Division No. 1	*F. A. Moreau, B.A., B.Paed.	269 Main St. W., Box 91, North Bay
North Bay Division No. 2	R. M. Surtees, B.A., B.Ed.	108 Main St. E., North Bay
Oshawa Division	E. J. Finan, B.A.	110 Green St., Whitby
Ottawa Division No. 1	R. Millette, M.A., B.Paed., Ph.D.	258 St. Andrew St., Ottawa
Ottawa Division No. 2	F. J. McDonald, M.A., B.Paed., Ph.D.	309 Somerset St. W., Ottawa
Ottawa Division No. 3	A. Gascon, M.A., B.Paed., Ph.D.	Suite 304, 428 Rideau St., Ottawa
Ottawa Division No. 4	Miss D. H. M. Dunn, M.A., B.Paed.	309 Somerset St. W., Ottawa
Ottawa Division No. 5	L. Carriere, M.A., D.Paed.	807 Bank St., Ottawa
Ottawa Division No. 6	L. J. Dupuis, M.A., B.Com., M.Ed.	309 Somerset St. W., Ottawa
Ottawa Division No. 7	P. E. Piche, B.A., B.Paed.	258 St. Andrew St., Ottawa
Ottawa Division No. 8	H. W. Cyr, M.A., B.Paed.	258 St. Andrew St., Ottawa
Pembroke Division	V. A. J. Reid, B.A.	Pembroke
Peterborough Division	B. E. Nelligan, B.A., M.Ed.	103½ Royal Bank Bldg., Peterborough
Plantagenet Division	*J. Lapensee, B.A.	Plantagenet
Port Arthur Division No. 1	J. F. Leonard, M.A.	207 News Chronicle Bldg., Waters St., Port Arthur
Port Arthur Division No. 2	J. P. Skehin, B.A.	207 News Chronicle Bldg., Waters St., Port Arthur
Renfrew Division	J. T. Anderson, B.A.	Renfrew
Rockland Division	*H. E. Dubois, B.A.	Rockland
St. Catharines Division	G. D. Dwyer, B.A., B.Ed.	50 Church St., St. Catharines
Sarnia Division	J. J. Schnekenburger, B.A.	203½ North Vidal St., Sarnia
Sault Ste. Marie Division No. 1	F. R. Mills, B.A., B.Paed.	13 Angelina St., Sault Ste. Marie
Sault Ste. Marie Division No. 2	S. J. Charbonneau, B.A.	13 Angelina St., Sault Ste. Marie
Stratford Division	W. H. Bulger, B.A.	229 Delamere Ave., Stratford
Sturgeon Falls Division	*C. J. Lamarche, B.A.	Sturgeon Falls
Sudbury Division No. 1	J. E. O. Tremblay, B.A.	172 Elm St. W., Sudbury
Sudbury Division No. 2	G. A. Dube, B.A., B.Ph.	172 Elm St. W., Sudbury
Sudbury Division No. 3	*J. O. Pelletier, B.A., B.Paed.	172 Elm St. W., Sudbury
Sudbury Division No. 4	B. A. Hoy, B.A., B.Paed.	172 Elm St. W., Sudbury
Timmins Division No. 1	*J. L. Duchesneau, B.A., M.Ed.	249 Algonquin Blvd. E., Timmins
Timmins Division No. 2	L. S. Power, B.A.	81 Cedar St. S., Timmins
Toronto Division No. 1	J. C. Doyle, B.A., B.Paed.	9 Longwood Dr., Don Mills
Toronto Division No. 2	T. S. Melady, M.A.	42 Lynngrove Ave., Toronto 18
Toronto Division No. 3	Miss R. Lynch, B.A., B.Paed.	358 Quebec Ave., Toronto 9
Toronto Division No. 4	F. J. Hodge, B.A., B.Paed.	5592 Yonge St., Suite 37, Willowdale
Toronto Division No. 5	W. A. Hayden, M.A.	86 Lyndhurst Ave., Toronto 4
Toronto Division No. 6	*J. G. Beaulieu, B.A., B.Ed.	717 Pape Ave., Toronto 6
Toronto Division No. 7	F. A. McDonell, B.A.	35 Cork Ave., Toronto 19
Toronto Division No. 8	J. Lavin, B.A.	6 Heatherglen Rd., Rexdale
Toronto Division No. 9	F. M. Weiss, B.A.	5592 Yonge St., Suite 37, Willowdale
Welland Division	A. Kuska, B.A.	Welland Plaza, Fitch St., at Prince Charles Dr., Welland
Windsor Division No. 1	A. M. McNamara, B.A.	707 Tuscarora St., Windsor
Windsor Division No. 2	R. J. Desmarais, B.A., B.Paed.	707 Tuscarora St., Windsor
Windsor Division No. 3	J. F. Johnston, B.A., M.Ed.	707 Tuscarora St., Windsor
Windsor Division No. 4	F. J. Ryan, B.A.	707 Tuscarora St., Windsor

*—This Inspector inspects both Public and Separate Schools

Form 94
75M-61-279

This form is to be placed in the Daily Register of Attendance.

ONTARIO

DEPARTMENT OF EDUCATION

Memorandum

SCHOOL YEAR AND HOLIDAYS

1961 - 1962

PROVISIONS OF THE SCHOOLS ADMINISTRATION ACT, REVISED STATUTES OF ONTARIO, 1960, CHAPTER 361

SCHOOL TERMS

The school year for elementary and secondary schools consists of two terms.

The first term begins on the day next following Labour Day and ends on the 22nd of December, but when the 22nd day of December is a Monday, the first term ends on the 19th day of December.

The second term begins on the 3rd day of January and ends on the 29th day of June, but when the 3rd day of January is a Friday, the second term begins on the 6th day of January, and when the 29th day of June is a Monday, the second term ends on the 26th day of June.

FIRST TERM begins September 5, 1961, and ends December 22, 1961.

SECOND TERM begins January 3, 1962, and ends June 29, 1962.

HOLIDAYS

The following are the school holidays during the school year 1961-62:

(1) Every Saturday and Sunday.
(2) Thanksgiving Day—October 9.
(3) Christmas Holidays—December 23 - January 2 inclusive.
(4) Easter Holidays—April 20 - April 29 inclusive.
(5) Victoria Day and celebration of the Queen's Birthday—May 21.

NUMBER OF TEACHING DAYS

September, 1961	19	January, 1962	21
October, 1961	21	February, 1962	20
November, 1961	22	March, 1962	22
December, 1961	16	April, 1962	15
		May, 1962	22
	78	June, 1962	21
			121

Number of teaching days for the school year 1961-62 .... 199.

Number of teaching days for the calendar year 1961 .... 199.

Toronto, May 1, 1961.

C. W. BOOTH,
Deputy Minister of Education.

H. E. ELBORN,
Deputy Minister of Education.

(See also Notice to Principals on the other side of this sheet.)

ONTARIO

DEPARTMENT OF EDUCATION

NOTICE TO PRINCIPALS

In order that Boards may be enabled to earn their full grants, teachers are asked to comply with the following instructions.

Number of Legal School Days

The number of legal school days as given in this memorandum (see opposite side of page) shall be reduced only when (a) the school or classroom is closed under the provisions of The Public Health Act, (b) the school is closed on a day legally proclaimed a municipal holiday, and (c) the school is closed for a half-day, day or days because the teacher is attending a legally-convened teachers' meeting.

Absence of Pupils

(1) By authority of the Department of Education Act, Revised Statutes of Ontario, 1960, Chapter 94, section 5, the Minister may add to the actual aggregate attendance of a school, in calculating legislative grants, the number of days attendance lost by pupils.

- (a) who left school to enlist in Her Majesty's Forces or to become employed in the production of food or other essential war materials, and whose absence from school was in accordance with the regulations (there are no applicable regulations at the present time); or
- (b) who were absent from school on days regarded as holy days by the church or religious denomination to which they belong (the principal is responsible for ensuring that absence is for this reason); or
- (c) who were absent from school because of the closing of one or more classrooms because of fire, flood or the breakdown of the school heating plant or a similar emergency which, in the opinion of the Minister was unavoidable (application giving the name **of the board, the name of the school, the dates of closing, the number of pupils on the roll, and the reason for the closing must be made to the Department in each case; elementary-school principals will apply through the inspector, secondary-school principals will apply to the Superintendent of Secondary Education)**; or
- (d) who were absent from school in the month of June when their regular classroom work was discontinued because of the holding of examinations which they were not required to write (applicable to secondary schools only).

If a pupil's absence is acceptable for additional days for grant purposes, the teacher shall write "G" opposite the name of the pupil concerned for all such days or half-days.

(2) In all other cases of pupil-absences from school the teacher shall write opposite the name of each pupil the letter "A" for the days or half-days.

Summary of Attendance

If, in a month of 21 teaching days a pupil was present 15 days, absent 2 days because of a cold, 3 days because of quarantine, and 1 day because of a holy day,

the total number of days present is 15,
the total number of days absent is .... 5, and
the additional number of days for grant purposes is 1,

Total 21

NOTE:—

(1) Percentage attendance is 100 times the quotient obtained by dividing the total number of days present by the sum of the total number of days present and the total number of days absent. The additional number of days for grant purposes is not to be used in this calculation.

(2) Average daily attendance is the quotient obtained by dividing the sum of the total number of days present and additional number of days for grant purposes by the number of legal school days.

(3) A separate memorandum regarding closing of secondary schools for final examinations in June will be sent to the principals concerned early in 1962.

(4) The following definitions apply to school enrolment:
- (a) Admission refers to a pupil whose name is entered for the first time on the roll of a school or whose name is re-entered on the roll after having been removed from the roll by reason of transfer or retirement.
- (b) Transfer refers to a pupil who withdraws from a public, separate, or secondary school in Ontario and is enrolled in any one of the following types of Ontario schools—public, separate, or secondary.
- (c) Retirement refers to a pupil who withdraws from a public, separate, or secondary school in Ontario and is not enrolled in any one of the following types of Ontario Schools—public, separate, or secondary.

Toronto,May 1, 1961.

C. W. BOOTH,
Deputy Minister of Education

H. E. ELBORN
Deputy Minister of Education

ONTARIO

DEPARTMENT OF EDUCATION

Memorandum to Elementary-School Inspectors
and Teacher's College Staff

By memorandum, dated May 5, 1961, you were advised that the Lakeshore Conference of Inspectors and Teacher's College Staff would be held on November 9 and 10, 1961.

It has now been decided that, in order to avoid as far as possible any conflict with the Ontario Conference on Education, the Lakeshore Conference will be held on November 8 and 9. Those inspectors and members of the Teacher's College Staff who are delegates to the Ontario Conference on Education will not be expected to attend the Conference of Inspectors and Teacher's College Staff on November 9.

C.A. Mustard
Superintendent of Teacher Education.

G.A. Pearson
Superintendent of Elementary Education.

Toronto, June 21, 1961.

ONTARIO

DEPARTMENT OF EDUCATION

No.1(f), June, 1961.

Memorandum to Elementary-School Inspectors

Re: The Story of Our Laws

1. The Department of the Attorney General has prepared a booklet entitled The Story of Our Laws, and a new filmstrip on laws and law enforcement, for presentation by police officers to the pupils of Grades 7 and 8 in the elementary schools.

2. The visits to classrooms are being planned for an early date in the 1961-62 school year, and representatives of local police departments will, in the near future, be getting in touch with local school boards to arrange the visits.

3. The Department of Education supports this programme which deals with a clear and correct understanding of laws and of law enforcement, and which can emphasize the regular school programme of safety education and respect for law.

G.A. Pearson

Superintendent of Elementary Education.

Toronto 2, June 14, 1961.

ONTARIO

DEPARTMENT OF EDUCATION

Memorandum to Elementary-School Inspectors

Re: Curriculum I:3 and S:5, Guidance

1. There is enclosed for your information one copy of Curriculum I:3 and S:5, Guidance, 1961.

2. This publication for the Intermediate and Senior Divisions has been prepared for introduction in September, 1961. It replaces Curriculum I:3 printed in 1953 and Curriculum I:5 printed in 1958.

3. It will be appreciated if you will complete the form below and return it to me on or before May 19, 1961, indicating the number of copies required for the inspectorate in which you are in charge, at the rate of one copy for each Grade 7, 8, 9 and 10 classroom operated by the public or separate school boards in the inspectorate.

G.A. Pearson

....

Superintendent of Elementary Education.

Toronto, May 5, 1961.

- -

To Superintendent of Elementary Education,
Department of Education,
Parliament Buildings,
Toronto 2.

The number of copies of Curriculum I:3 and S:5, Guidance, required for September, 1961, at the rate of one copy for each Grade 7, 8, 9 and 10 classroom operated by the elementary school boards in this inspectorate, is ....

Name of Inspectorate....................................

Name of Inspector.......................................

Address of Inspector....................................

Date..............................

ONTARIO

DEPARTMENT OF EDUCATION

Memorandum To Elementary-School Inspectors

Re: Conferences of Inspectors and Teachers' College Staffs, 1961

Following are the dates selected for the conferences of Inspectors and Teachers' College Staffs at the Teachers' Colleges listed below:

Mon. & Tues., Nov. 6 & 7 - Peterborough
Thurs. & Fri., Nov. 9 & 10 - Lakeshore
Mon. & Tues., Nov. 20 & 21 - Hamilton
Thurs. & Fri., Nov. 23 & 24 - Stratford
Mon. & Tues., Nov. 27 & 28 - Toronto
Thurs. & Fri. Nov. 30 & Dec. 1 - Ottawa
Thurs. & Fri. Dec. 7 & 8 - London

On the morning of the first day of each conference, the inspectors and Teachers' College staff will meet separately. On the afternoon of the first day and on the second day, the two groups will meet together.

The programme for the morning and afternoon of the first day will be planned entirely by the officials of the Department. The programme for the second day will be planned entirely by the executive of the conference concerned. It will be appreciated if each secretary will forward to each of the undersigned six copies of the programme planned by the local executive, several days ahead of the conference date.

G L Woodruff
. . . .
for Superintendent of Teacher Education.

G. A. Pearson
. . . .
Superintendent of Elementary Education.

Toronto 2, May 5, 1961.

ONTARIO

DEPARTMENT OF EDUCATION

Memorandum to Elementary-School Inspectors

Re: Central Schools, September 5, 1961

1. Each inspector is asked to complete the enclosed questionnaire about central schools and to return one copy to this office by Monday, June 5.
2. Please note that this return is for the inspectorate in which you are now engaged but is to report on the situation as it will be in this inspectorate on September 5, 1961.
3. A nil report, if applicable, is required.

G. A. Pearson

. . . .
Superintendent of Elementary Education.

Toronto 2, May 12, 1961.

ONTARIO

DEPARTMENT OF EDUCATION

Central School Report as of September 5, 1961

Notes: 1. Central schools which will begin operating in September 1961 are to be included in this report.

2. For purposes of this report a central school is a school of two or more classrooms, including a former consolidated school, which is attended by pupils who were formerly served in another school which has been closed or has been abandoned by the board of this school or by the board of another section or separate school area.

3. A central school includes a school in an urban municipality which serves an area outside the urban municipality from which children attend the urban school either by agreement between the boards or because one board administers both the urban municipality and the outside rural area and the school in the outside rural area has been closed. It does not include an urban school which serves only pupils from the urban municipality, or an urban school serving a rural area which is in union with the urban municipality.

- -

Inspectorate . . . .

Inspector. . . . .

A. Number of central schools of 2 classrooms . . . .

3 " . . . .

4 " . . . .

5 " . . . .

6 " . . . .

7 " . . . .

8 " . . . .

of over 8 " . . . .

Total Number of Central Schools . . . .

B. Total number of classrooms in these central schools . . . .

C. Number of one-room schools or former one-room schools which were closed when these central schools were established . . . .

D. Number of one-room schools still being operated in this inspectorate . . . .

E. Number of central schools (included in the total in A) which have been put into operation in the last year. (Include those that opened after September 6, 1960 and those opening on September 5,1961) . . . .

Sec. 120
10m-61-448

ONTARIO

DEPARTMENT OF EDUCATION

ONTARIO STUDENT-AID LOANS

1961-62

Announcement and Conditions of Award

The Minister of Education for Ontario announces the establishment of a Student-Aid Loan Fund from which assistance in the form of loans may be given to applicants who meet the conditions of award.

Interpretation

1. In this announcement

(a) "applicant" means applicant for an Ontario Student-Aid Loan;

(b) "Committee of Award" means the Committee composed of members appointed by the Minister of Education for Ontario, this Committee to be responsible for making awards under the Student-Aid Loan Fund Programme;

(c) "eligible institution" means a Canadian University or a College affiliated therewith, a Canadian Service College, an Ontario Teachers' College, the Ontario College of Education, the Ontario College of Art, a Provincial Institute of Technology, or the Osgoode Hall Law School.

General Requirements

2. An applicant for a loan shall be in good health and of good character and shall establish in his application by his own declaration and, if he is under 21 years of age, that of his parent or guardian, his need of financial assistance to enable him to complete his course of study for the academic year 1961-62.

3. (a) An applicant who is responsible for his own support shall have been a resident of Ontario for at least one year before the date of his application.

(b) The parent or guardian of an applicant other than an applicant under (a) shall have been a resident of Ontario for at least one year before the date of the application.

Persons Eligible for Loans

4. A person meeting the requirements of sections 2 and 3, who is enrolled or is qualified to enrol in a full-time course in one of the institutions listed below in 1961-62, and who is not repeating a year in the same or another course or faculty unless taking the previous course was a requisite for admission to the present course, may apply for a loan. Application may be made at any time during the school year, but not later than March 1.

(a) A Canadian University or College affiliated therewith, where the applicant is proceeding towards a degree other than a degree in Divinity, or to a university diploma, and has obtained an average of at least third-class standing, or its equivalent, on examinations qualifying him for admission to the second or later year of the course for which a loan is sought, or is enrolled in the first year, after having obtained an average of at least third-class standing on nine Ontario Grade 13 Departmental examinations, including English Composition and English Literature, or is in attendance and is recommended by the head or registering official of the university or college on the basis of the applicant's standing at the end of the first term.

(b) An Ontario teachers' college, where the applicant has obtained an average of at least third-class standing on eight Ontario Grade 13 Departmental examinations, including English Composition and English Literature, or is in attendance and is recommended by the principal of the teachers' college concerned on the basis of the applicant's standing at the end of the first term.

(c) The Ontario College of Education, where the applicant is recommended by the Dean of the College as having at least third-class standing from a Canadian university on entry or on the basis of his work in the fall term, and as showing promise of becoming a successful teacher.

(d) The Ontario College of Art, where the principal of the College certifies that the applicant shows aptitude and industry in the course in which he is enrolled and promise of becoming a successful worker in some phase of art or craft production.

(e) A provincial technical or polytechnical institute, where the applicant has obtained an average standing of at least 60% on the institute examinations which qualify him for promotion to the second or later years of his course, or is enrolled in the first year after having obtained an average of at least third-class standing on eight Ontario Grade 13 Departmental examinations, including English Composition and English Literature, or is in attendance and is recommended by the head of the institute on the basis of the applicant's standing at the end of the first term.

(f) The Osgoode Hall Law School, where the applicant is enrolled in the first, second, or third year of the LL.B. degree course, or the Bar Admission Course, and has obtained an average of at least third-class standing, or its equivalent, on examinations qualifying him for admission to the year for which a loan is sought.

Note: Persons enrolled in the Regular Officers' Training Plan are not eligible for assistance from the Ontario Student-Aid Loan Fund.

Maximum Amounts of Loans

5. (a) The maximum loan granted to any applicant for any one year shall be $500.00.

(b) In general, the maximum loan outstanding to any student at any one time shall be $2,000.00, but an additional amount may be loaned at the discretion of the Minister to a student taking a course of more than four years' duration, or to a post-graduate student.

Procedure When Applying for a Loan

6. (a) An application form (Sec. 121) may be obtained from the registering official of the institution attended in the year 1961-62 or from the Deputy Minister of Education, Parliament Buildings, Toronto 2.

(b) Providing the prospective applicant meets the requirements for previous standing as indicated in the appropriate paragraph of section 4, application for a loan for the year 1961-62 may be made at any time after July 1, except in the case of a person who wrote Grade 13 examinations in June, 1961. Such a person should wait until the results of these examinations are known before applying for a loan.

(c) Where the registering official is required to make a recommendation on previous standing (as indicated in section 4), the application shall be submitted to him for completion and forwarded by him to the Deputy Minister of Education. Where a recommendation by the registering official is not required, the application may be submitted directly to the Deputy Minister of Education by the applicant.

Notification of Decision and Payment of Loan

7. (a) Notification of the decision on the loan application will be sent within two or three weeks after receipt of the application at the Department. Payment will be made early in the fall term in the case of applications received during the summer. During the school year, payment will be made within three weeks after notification is sent out.

(b) Cheques for loan payments will be sent to the registering official of the institution which the applicants are attending, to be distributed when the applicants are enrolled and are in regular attendance in the year and course in respect of which the applications were made.

(c) Payment will ordinarily be made in one instalment except in the case of a loan granted before the end of December to a person not in attendance at an eligible institution during the year 1960-61. In such a case the loan will be paid in two instalments, the first during the fall term and the second early in the spring term, providing the applicant is still in attendance and is doing satisfactory work.

Repayments of Loans

8. (a) A recipient of a loan will be required to sign an undertaking to repay the loan with interest at 4 per cent per annum, calculated from the first day of April in the year following the applicant's graduation or withdrawal from the eligible institution, the payments to be $25.00 a month starting with the said first day of April, with the privilege of paying any additional amount at any time. Payments made on account of the loan shall be applied first to interest.

(b) When making payments, cheques should be made in favour of the Provincial Treasurer, and should be sent to the Superintendent, Business Administration, Department of Education, Parliament Buildings, Toronto 2.

Note

1. An unsuccessful applicant for a Student-Aid Bursary, Type A or Type B, will be considered for an Ontario Student-Aid Loan. Instructions on applying for a loan will be included in the letter of notification regarding the bursary application.
2. A bursary award may be supplemented by a loan.

C. W. Booth

TORONTO May 1, 1961.

Deputy Minister of Education.

ONTARIO

DEPARTMENT OF EDUCATION

No. 1(d), May, 1961.

Memorandum re Changes to be Made in Separate School Inspectorates

The following changes will be made in Separate School Inspectorates, effective August 1, 1961:

1. The present Kitchener Division will be renamed Kitchener Division No. 1.
2. A new inspectorate to be known as Kitchener Division No. 2 will be established.
3. There will be transferred from Kitchener Division No. 1 to Kitchener Division No. 2:
   City of Waterloo
4. There will be transferred from Guelph Division to Kitchener Division No. 2:
   Townships of Arthur, Glenelg, Nichol, Peel, Proton
   Villages of Arthur, Bridgeport
   Towns of Mount Forest, Preston
5. There will be transferred from Stratford Division to Kitchener Division No. 2:
   Townships of Mornington, Waterloo, Wellesley, Wilmot
   Village of New Hamburg
6. The present London Division will be renamed London Division No. 1.
7. A new inspectorate to be known as London Division No. 2 will be established.
8. There will be transferred from London Division No. 1 to London Division No. 2:
   Townships of Dorchester North, Dorchester South, Westminster, Biddulph, Delaware, London, Malahide, Yarmouth
   Village of Vienna
   Town of Aylmer
   City of St. Thomas
   City of London Schools north of Oxford Street
9. There will be transferred from Stratford Division to London Division No. 2:
   Townships of McGillivray, Stephen, Williams West
   Town of Parkhill
10. There will be transferred from Brantford Division to London Division No. 2:
    Townships of Blenheim, Oxford North, Oxford West
    Town of Ingersoll
    City of Woodstock
11. There will be transferred from North Bay Division No. 1 to North Bay Division No. 2:
    City of North Bay (administration only)

12. A new inspectorate to be known as Pembroke Division will be established.

13. There will be transferred from Ottawa Division No. 6 to Renfrew Division:
    Townships of Fitzroy, Huntley, March
    Towns of Almonte, Arnprior

14. There will be transferred from Renfrew Division to Pembroke Division:
    Townships of Airy, Hagarty, Murchison, Sherwood
    Villages of Barry's Bay, Killaloe Station
    Town of Pembroke

15. There will be transferred from North Bay Division No. 2 to Pembroke Division:
    Township of Petawawa
    Villages of Chalk River, Petawawa
    Town of Deep River

16. The present Sault Ste. Marie Division will be renamed Sault Ste. Marie Division No. 1.

17. A new inspectorate to be known as Sault Ste. Marie Division No. 2 will be established.

18. There will be transferred from Sault Ste. Marie Division No. 1 to Sault Ste. Marie Division No. 2:
    Townships of Korah, Lewis, Shedden, Spragge, Tarentorus, Victoria, Webbwood
    Improvement District of Elliot Lake
    Towns of Blind River, Massey

19. There will be transferred from Sudbury Division No. 4 to Sault Ste. Marie Division No. 2:
    Town of Espanola

20. There will be transferred from Port Arthur Division No. 2 to Sault Ste. Marie Division No. 2:
    Township of Chapleau (administration only)

21. A new inspectorate to be known as Toronto Division No. 8 will be established.

22. There will be transferred from Toronto Division No. 2 to Toronto Division No. 8:
    Township of Etobicoke

23. There will be transferred from Toronto Division No. 7 to Toronto Division No. 8:
    Township of East York
    Village of Long Branch
    Towns of New Toronto, Weston

24. A new inspectorate to be known as Toronto Division No. 9 will be established.

25. There will be transferred from Toronto Division No. 4 to Toronto Division No. 9:
    Townships of King, Markham
    Village of Markham
    Towns of Mimico, Richmond Hill

26. There will be transferred from Barrie Division to Toronto Division No. 9:
    Townships of East Gwillimbury, North Gwillimbury, West Gwillimbury
    Towns of Aurora, Bradford, Newmarket

27. There will be transferred from Oshawa Division to Toronto Division No. 9:
    Township of Pickering
    Village of Pickering
    Towns of Ajax, Uxbridge

28. There will be transferred from Sudbury Division No. 2 to Sudbury Division No. 4:
    Town of Capreol

29. There will be transferred from Glengarry No. 11 and Prescott No. 13 to Prescott No. 12:
    U.S.S. No. 12, 20 Plantagenet S. and Roxborough

30. There will be transferred from Hawkesbury Division to Alexandria Division:
    R.C.S.S.U. 1,2,5 and 12 Hawkesbury E.

31. A new inspectorate to be known as Ottawa Separate School Division No. 7 will be established.

32. A new inspectorate to be known as Ottawa Separate School Division No. 8 will be established.

33. There will be transferred from Ottawa Division No. 1 to Ottawa Division No. 7, the following schools:

Barrette
Brebeuf
Ste-Anne
Christ-Roi
De Maxenod
St-Leonard
Nativite
Duhamel
St-Pie-X
St-Aloysius
N.-D. de la Presentation
N.-D. du Mont-Carmel
Marguerite-Bourgeoys
St.-Thomas d'Acquin
Ste-Jeanne d'Arc
Ste-Famille
St-Bonaventure
St-Charles
Ste-Croix
St-Gerard
St-Laurent

34. There will be transferred from Ottawa Division No. 1 to Ottawa Division No. 8, the following schools:

Academie de La Salle
N.-D. du Bon Conseil
Cvt. du Sacre-Coeur
Mont-St-Joseph
Cvt. Notre-Dame
N.-D. des Anges
N.-D. de Lourdes
Garneau
Jeanne-Mance
Lycee
St-Pierre
St.-Francois
St-Conrad
Montford
N.-D. du Sacre-Coeur (Rideau)
St-Jean-M. Vianney
Universite d'Ottawa
N.-D. des Victoires
St-Paul

G. A. Pearson
. . . .
Superintendent of Elementary Education.

Toronto 2, May 23, 1961.

Sec. 115
15M-March 61
(60-5913)

ONTARIO
DEPARTMENT OF EDUCATION

Ontario Student-Aid Bursaries
and
Dominion-Provincial Student-Aid Bursaries
TYPE A and TYPE B — 1961-62

Announcement and Conditions of Award

The Minister of Education for Ontario announces a Student-Aid Programme for the academic year 1961-62 under which Scholarships and Bursaries of a total value of $1,450,000 may be granted to applicants who meet the conditions of award. Of this amount the Ontario Student-Aid Programme will provide $1,250,000. The Dominion-Provincial Student-Aid Programme with bursaries of a total value of approximately $200,000 will also be available. The contribution of the Dominion Government towards the cost will be $100,000.

General

Interpretation

1. In the following sections:
   - (a) "applicant" means applicant for a Student-Aid Bursary, Type A or Type B;
   - (b) "Committee of Award" means the Committee composed of the representatives appointed by the Minister of Education for Ontario, together with the representative appointed by the Minister of Labour for the Dominion Government, this Committee to be responsible for making awards under the Programme;
   - (c) "resident" means an applicant whose parent or guardian lives so near the eligible institution he is attending or proposes to attend that the cost of ordinary transportation available to and from the eligible institution is not more than 75 cents per day; and
   - (d) "non-resident" means,
     - (i) an applicant whose parent or guardian lives at such a distance from the eligible institution he is attending or proposes to attend that the cost of ordinary transportation available to and from the eligible institution is more than 75 cents per day; or
     - (ii) an applicant who is responsible for his own support (see 3 below);
   - (e) "degree course" means a course leading to the degree of Bachelor, Master, or Doctor, or degrees equivalent to Bachelor, Master, or Doctor, as conferred and recognized by members of the National Conference of Canadian Universities.

Eligibility of Applicants

2. Bursaries shall be restricted to applicants of good character whose health and physical fitness are satisfactory to the Committee of Award, who meet the required academic standing and who, without financial assistance, would have difficulty continuing their formal education.

3. The parents or guardians of applicants shall have been resident in the Province of Ontario for at least one year immediately prior to the date of application. In the case of applicants responsible for their own support, the applicants themselves shall have been residents of Ontario for at least the same period.

4. Students attending or proposing to attend The Canadian Services Colleges shall be eligible to make application for University Type A or Type B Bursaries provided that they are not enrolled under the Regular Officer Training Plan.

Type A Bursaries

Classes and Values of Bursaries

5. The classes and values of Bursaries shall be as follows:

	Values	
	Resident	**Non-Resident**
(a) University (First Year) (except as in (b))	$250.00	$500.00
(b) University — Co-operative Engineering Course, Waterloo University (First Year)	150.00	300.00
(c) Ontario Teachers' College (One-year Course)	175.00	250.00
(d) Provincial Technical Institute (First Year)	150.00	300.00
(e) Grade 13 (General Course)	100.00	100.00
(f) Grade 12 (Vocational Courses)	100.00	100.00

Payment of Bursaries

6. (1) A Type A Bursary shall be paid in two equal instalments, the first during the fall term after the receipt of

(a) certification by the head or registering official of the eligible institution that the student is in regular attendance, and

(b) the bursary form indicating the other awards received by the student,

the second shortly after the beginning of the second term, providing that the applicant is still in regular attendance in his course, and is doing satisfactory work.

(2) Notwithstanding section 5, where a student receives other awards during the current academic year which, with the Type A Bursary, total more than $750.00 in the case of a resident student, or $1,000.00 in the case of a non-resident student, this excess shall be deducted from the original value of the Type A Bursary.

(3) To receive payment of an award, a successful applicant shall enrol in the eligible institution in the academic year 1961-62.

Allocation

7. (1) Type A Bursaries shall be allocated on the basis of financial need and academic qualifications in the higher school grades to students qualifying for entrance to:

(a) a Canadian University or College affiliated therewith, where the applicant shall enrol in the first year of a full-time undergraduate course, other than Divinity, leading to a degree;

(b) the one-year course at an Ontario Teachers' College for which eight Grade 13 departmental papers are required;

(c) a Provincial Technical Institute;

(d) the last year of each of the courses offered in the Secondary Schools of Ontario, viz:

- (i) Grade 13 of the General Course; or
- (ii) Grade 12 of one of the Vocational Courses (including a one-year Special Course leading to a Secondary School Graduation Diploma).

(2) A form of application for a Type A Bursary (Form Sec. 116), to be obtained from the Principal, shall be completed in accordance with the instructions printed thereon, and this application, accompanied by the Principal's Confidential Report respecting the applicant (Form Sec. 117), shall be forwarded by the Principal to be received by the Deputy Minister of Education not later than the following dates; for University and Teachers' College Bursaries, June 18; for Technical Institute, Grade 13, and Grade 12 (Vocational) Bursaries, June 30. A new application must be filed in each year.

(3) In awarding Type A Bursaries for which Grade 13 standing is required, preference may be given to applicants who have written most of their Grade 13 papers for the first time in the year of application.

Academic Requirements

8. For a University (First Year) Type A Bursary, an applicant shall obtain pass standing and an average of at least 66 per cent on 8 papers of the Grade 13 examinations including English Composition and English Literature but not including Problems. These eight papers must include at least four written in the year of application.

9. For a Teachers' College other than the University of Ottawa Teachers' College (one-year course) Type A Bursary, an applicant shall obtain pass standing and an average of at least 66 per cent on 8 papers of the Grade 13 examinations including English Composition and English Literature but not including Problems. For the Elementary-School Teacher's Certificate Course at the University of Ottawa Teachers' College, the 8 papers shall include English Composition or English Literature, and French Literature or Special French Composition. These eight papers must include at least four written in the year of application.

10. For a Provincial Technical or Polytechnical Institute (First Year) Type A Bursary, an applicant shall obtain pass standing and an average of at least 66 per cent on the final examinations of Grade 12. If the applicant has been registered in Grade 13 in the year of application, he shall obtain pass standing in at least six papers of the Grade 13 Departmental examinations, but the bursary may be awarded on the basis of the Grade 12 marks as indicated above.

11. For a Grade 13 Type A Bursary, an applicant shall obtain pass standing and an average of at least 66 per cent on the obligatory and optional subjects of any course leading to a Secondary School Graduation Diploma. The applicant shall obtain pass standing in at least 4 of the subjects in the year his application is made.

12. For a Grade 12 (Vocational Course) Type A Bursary, an applicant shall, in the current academic year, obtain pass standing and an average of at least 66 per cent in the obligatory and optional subjects taken in Grade 11 and leading to a Secondary School Graduation Diploma.

Type B Bursaries

Classes and Values of Bursaries

13. Type B Bursaries:

Note: Type B Bursaries vary in amount according to the need of each applicant and the total number of applications received at the Department. The amounts indicated below are maximum possible values. The actual awards may be any amount up to those listed.

	Maximum Possible Values	
	Resident	Non-Resident
(a) University (Second and succeeding Years (except as in (b))	$250.00	$500.00
(b) University — Co-operative Engineering Course, Waterloo University (Second and succeeding Years)	150.00	300.00
(c) Ontario Teachers' Colleges (One- and Two-Year Courses)	125.00	200.00
(d) Ontario College of Education	250.00	500.00
(e) Ontario College of Art	200.00	400.00
(f) The Provincial Technical Institutes (Second and succeeding Years)	150.00	300.00
(g) Osgoode Hall Law School	200.00	400.00

Payment of Bursaries

14. A Type B Bursary shall be paid in one instalment. In case of applications submitted by November 1, notification of the awards will be sent to the institution concerned before the end of December, and payment will be made at the beginning of the second term. In the case of applications submitted after January 1, notification will be sent to the institution early in February and payment will be made by the end of February.

Eligible Institutions and Academic Requirements

15. Applications will be considered from students who have not had a total of four Type B Bursaries in previous assistance, and who are enrolled in full-time day courses in the following institutions, who did not fail the last year at school or college, whether at the same or another institution:

(a) a Canadian University or College affiliated therewith, provided that the applicant has been enrolled for at least one year in his course of study and is proceeding towards a degree other than a degree in Divinity. He must have obtained at least second class standing on the last series of examinations held immediately prior to the filing of the application and he must not be repeating a year in the same or another course or faculty unless the previous course was a prerequisite for admission to the present course;

(b) an Ontario Teachers' College, on the recommendation of the Principal of the Teachers' College concerned, (i) after January 1 in the one-year course for which eight Grade 13 departmental papers are required, provided that a Teachers' College Type A Bursary has not been awarded in the current academic year; (ii) after January 1 in the first year of the Two-year Course; (iii) during the fall term in the second year of the Two-year Course;

(c) the Ontario College of Education, after January 1 provided that the applicant has obtained at least second class standing on the mid-year examinations and, in the opinion of the Dean of the College, shows promise of becoming a successful teacher;

(d) the Ontario College of Art, after January 1 of the first year of enrolment or during the fall term in the succeeding year(s) of the applicant's course, provided that the Principal certifies that the applicant shows aptitude and industry in the course in which he is enrolled, and also shows promise of becoming a successful worker in some phase of art or craft production;

(e) a Provincial Technical Institute, where the applicant is enrolled in the second or any succeeding year of a course, provided that he has obtained an average of at least 66 per cent on the last series of examinations held immediately prior to the filing of the application; and

(f) the Osgoode Hall Law School, where the applicant is enrolled in the First, Second, or Third Year of the LL.B. degree course, or the Bar Admission Course. He must have obtained an average of second class standing (or its equivalent) on the last series of examinations held immediately prior to the filing of the application, and he must not be repeating a year of his course.

Priority of Consideration

16. Where an application for a Type B Bursary is for the second or any succeeding year of a course in section 15, and the number of eligible applications received is such that the sum voted by the Legislature for Bursaries is insufficient to pay the amounts that would ordinarily be recommended, the Committee of Award shall give priority to the applications of students who received assistance under the Programme for the first year of the course of study they are pursuing.

Applications

17. Forms of application may be obtained from the head or registering official of the institution attended by the applicant, but applications are not to be completed and submitted to the head or registering official until the applicant is in regular attendance in the year and course for which the Type B Bursary is desired. All applications for Type B Bursaries must be forwarded to the Department by the institution concerned and not by individuals. A new application must be filed in each year. The deadline for submitting applications in the various categories mentioned above is indicated on the application form.

C. W. Booth

TORONTO, April 1961. DEPUTY MINISTER OF EDUCATION

Sec. 122
M6 March 61
(60-5902)

ONTARIO
DEPARTMENT OF EDUCATION

ONTARIO SCHOLARSHIPS
1961-62

Announcement and Conditions of Award

The Minister of Education for Ontario announces an Ontario Scholarship Programme for the academic year 1961-62 under which scholarships of a value of $400 each may be granted to applicants who meet the conditions of award.

GENERAL

Interpretation

1. In the following sections

(a) "applicant" means applicant for an Ontario Scholarship;

(b) "Committee of Award" means the Committee composed of the representatives appointed by the Minister of Education to be responsible for making awards under the Programme;

(c) "degree course" means a course leading to the degree of Bachelor, Master, or Doctor, or degrees equivalent to Bachelor, Master, or Doctor, as conferred and recognized by members of the National Conference of Canadian Universities;

(d) "resident applicant" means an applicant whose parent or guardian lives so near the eligible institution he is attending or proposes to attend that the cost of ordinary transportation available to and from the eligible institution is not more than 75 cents per day; and

(e) "non-resident applicant" means
  (i) an applicant whose parent or guardian lives at such a distance from the eligible institution he is attending or proposes to attend that the cost of ordinary transportation available to and from the eligible institution is more than 75 cents per day, or

  (ii) an applicant who is responsible for his own support (see 3 below).

Eligibility of Applicants

2. Scholarships shall be restricted to applicants of good character whose health and physical fitness are satisfactory to the Committee of Award and who meet the required academic standing.

3. The parents or guardians of applicants shall have been resident in the Province of Ontario for at least one year immediately prior to the date of application. In the case of applicants responsible for their own support, the applicants themselves shall have been residents of Ontario for at least the same period.

4. Students proposing to attend The Canadian Services Colleges shall be eligible to make application for Scholarships provided that they are not enrolled under the Regular Officer Training Plan.

5. Scholarships may be awarded to applicants obtaining an average of at least 80% on eight Grade 13 papers written in June, 1961, (including English Composition and English Literature, but not including Problems) provided that they signify their intention of entering one of the following eligible institutions:

   (a) A Canadian University or College affiliated therewith, where the applicant shall enrol in the first year of a full-time undergraduate course, other than Divinity, leading to a degree;
   (b) The One-year course at an Ontario Teachers' College;
   (c) a Provincial Technical or Polytechnical Institute.

6. In awarding Ontario Scholarships, preference may be given to applicants who have been registered for only one year in Grade 13.

Value of Scholarships

7. Subject to subsection 8 (b), the value of an Ontario Scholarship shall be $400.00.

Payment of Scholarships

8. (a) A Scholarship shall be paid in two equal instalments, the first instalment during the fall term after the receipt of
      (i) a certificate signed by the head or registering official of the eligible institution that the student is in regular attendance, and
      (ii) a list of the awards received by the student, to be completed on a form supplied by the Department,

   the second instalment shortly after the beginning of the second term, provided that the applicant is still in regular attendance in his course and is doing satisfactory work.
   (b) Where a student receives other awards during the current academic year which, with the scholarship, total more than $1000.00 in the case of a non-resident, and $750.00 in the case of a resident student, this excess shall be deducted from the original value of the Scholarship.
   (c) To receive payment of an award, a successful applicant shall be enrolled in the eligible institution in the academic year 1961-62.

Application for Scholarships

9. A form of application for an Ontario Scholarship (Form Sec. 123) may be obtained from the Principal and shall be completed in accordance with the instructions printed thereon. This application shall be forwarded by the Principal so as to be received by the Deputy Minister of Education not later than June 30, 1961.

C. W. Booth

Deputy Minister of Education.

TORONTO, April, 1961

ONTARIO

DEPARTMENT OF EDUCATION

No. 1 (b), April, 1961.

MEMORANDUM TO ELEMENTARY-SCHOOL INSPECTORS

Re: Changes in Regulations for Supervisor's Certificate, Physical and Health Education, Type B

Your attention is directed to the change in regulations applying to the Supervisor's Certificate in Physical and Health Education, Type B.

The following is an extract from the booklet 1961 Summer Courses, General Announcement, page 22:

' Note 3 - In 1962 and subsequent years, the course for the Intermediate Certificate will be divided into two parts and successful attendance at two summer courses after completion of the Elementary Course will be required to qualify for the Intermediate Certificate. An applicant for admission to the Supervisor's Course will be required to submit evidence of at least five years of successful teaching experience, as certified by the inspector concerned, in an elementary school. This experience must include the teaching of Physical Education for at least one year in each of any two divisions of the elementary school (Primary, Junior, Intermediate). '

The Type B Physical Education summer course of 1961 is the last summer course at which teachers may enter the Supervisor's Course without fulfilling all the prerequisites mentioned in the new regulations.

Teachers wishing to make further enquiries should be directed to communicate with the Physical Education Branch, Department of Education, 559 Jarvis Street, Toronto 5 - Attention Miss N. Chatwin.

G.A.Pearson

. . . .

Superintendent of Elementary Education.

Toronto 2, April 24, 1961.

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO ELEMENTARY-SCHOOL INSPECTORS
SECONDARY-SCHOOL PRINCIPALS

Re: Water Safety Week May 14-20

1. The Ontario Division of The Canadian Red Cross Society through its Water Safety Service Committee has arranged that May 14-20, 1961, will be recognized as Water Safety Week in Ontario.

2. The Department of Education supports the Red Cross in its programme of making safe swimming and safe boating practices known, and asks elementary-school inspectors and high school principals to bring to the attention of all teachers that Water Safety Week is an ideal time to bring before pupils the rules of water safety.

3. The Canadian Junior Red Cross Magazine for May, 1961, in its Ontario Newsletter, makes particular reference to the need for the practice of safety near water, and to the basic knowledge about swimming and boating which if followed can assist in preventing many of the drownings of Canadians, which would otherwise occur during the holiday season.

4. Several additional pamphlets about Water Safety Week, water safety rules, and the Holger-Nielsen and the Rescue Breathing methods of artificial respiration are available from Mr. M.A. McMartin, Director, Water Safety Services, Red Cross Headquarters, 460 Jarvis St., Toronto.

G.A. Pearson
. . . .
Superintendent of Elementary Education.

F. D. Randall
. . . .
Superintendent of Secondary Education.

Toronto 2, April 24, 1961.

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO THE ELEMENTARY SCHOOL INSPECTORS
WHO ARE MEMBERS OF THE PUBLIC SERVICE

Re: Requests of the O.T.F.

From time to time inspectors receive requests from the O.T.F. or its affiliates for reports on the work of teachers. In all such cases the Federation concerned should be advised to apply to this office. The information should not be given to the Federation by the inspector. This item refers to reports on teachers' efficiency, etc. It does not apply to requests for information on length of experience, etc.

G.A. Pearson

. . . .
Superintendent of Elementary Education.

Toronto 2, April 24, 1961.

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO ELEMENTARY-SCHOOL INSPECTORS

Re: Daily Register for Public and Separate Schools,
Principal's Monthly Report of Attendance (Form S.A. 3), and
School Year and Holidays (Form 94)

It would be appreciated if you would complete the form below and return it on or before May 19, 1961, to the Provincial School Attendance Officer, 559 Jarvis Street, Toronto 5, Ontario.

G.A. Pearson
. . . .
Superintendent of Elementary Education.

Toronto, April 24, 1961.

To: Provincial School Attendance Officer,
559 Jarvis Street,
Toronto 5, Ontario.

1. Number of Elementary School Registers required for September, 1961 (required for new classrooms only) ....
2. Number of pads of Principal's Monthly Report of Attendance (Form S.A. 3) (Note: 20 sheets to a pad) ....
3. School Year and Holidays (Form 94) (one for each teacher)........

Name of Inspectorate...

Name of Inspector...

Address of Inspector...

Date........................

ONTARIO

DEPARTMENT OF EDUCATION

No. 1 (a), March, 1961

MEMORANDUM TO ELEMENTARY-SCHOOL INSPECTORS

Re: National Wild Life Week, April 9 - 15, 1961

1. National Wild Life Week, sponsored by The Jack Miner Migratory Bird Foundation, Inc., will be held from April 9 to 15, 1961.

2. This special week is celebrated to stimulate public interest in nature and to develop an appreciation of the value of the conservation of wild life. The dates chosen would appear to be appropriate, as the birds will then be returning from South America and the United States to nest in Canada.

3. It will be appreciated if the inspectors will acquaint the teachers with this special week and ask them to stress in their classes the value of bird life and Canada's natural resources. The attention of the teachers might be directed to those topics in the Programme of Studies which could receive special attention during this week.

G.A. Pearson

Superintendent of Elementary Education.

Toronto 2, March 17, 1961.

ONTARIO

DEPARTMENT OF EDUCATION

SUGGESTIONS AND INFORMATION FOR PUBLIC AND SEPARATE SCHOOL INSPECTORS

1

ENGAGEMENT OF UNQUALIFIED TEACHERS

The board of an elementary school may re-engage, after June 1, a student who was successful at the First Year of a Pre-Teachers'-College Summer Course in 1960 and who gives an undertaking to attend the Second Year of a Pre-Teachers'-College Summer Course in 1961, the contract to be considered invalid if the student does not complete the second Summer Course successfully.

The board of an elementary school may engage, after July 10, a student who is attending the Second Year of a Pre-Teachers'-College Summer Course, the contract to be considered invalid if the student does not complete the Summer Course successfully.

The board of an elementary school in which French is a subject of instruction with the approval of the Minister may engage, after July 10, a student who is attending a Summer Session, Second or Third Year, of the University of Ottawa Teachers' College, the contract to be considered invalid if the student does not complete the Summer Course successfully.

Students who have either attended the First Year of the Two-Year Course at Teachers' College and have failed in the First Year or who hold standing in the First Year of the Two-Year Course but have not attended the Second Year of the Course, and students who have attended the First Year of the Pre-Teachers'-College Summer Course but have not returned to attend the Second Year of the Summer Course or who have attended both the First Year and the Second Year of a Pre-Teachers'-College Summer Course but have not attended the one-year Completing Course at a Teachers' College, are not eligible for employment on Letters of Permission. Subject to these restrictions, unqualified persons may be employed by a board after August 1, 1961, provided (a) that the board has advertised the position between June 1 and August 1 in a newspaper having provincial circulation and has been unable to obtain the services of a qualified teacher or of a student who is taking the Second Year of a Pre-Teachers'-College Summer Course; and (b) that the person employed will be recommended by the inspector for a Letter of Permission.

Boards of trustees should be advised that no assurance can be given that a Letter of Permission will be issued to engage an unqualified person whose academic qualifications are not at least equal to those required for admission to the First Year of the Two-Year Course at Teachers' College.

Subject to the above provisions, a Letter of Permission may be issued on behalf of a student for not more than one year subsequent to the date of his failure in a Pre-Teachers'-College Summer Course, Second Year.

Where an unqualified teacher who has never held a certificate valid in the elementary schools of Ontario has taught for a total of five years in Ontario and has not passed a physical examination conducted by a medical examiner appointed by the Minister of Education, no Letter of Permission will be issued to a board of trustees to engage this person as teacher. Enquiries about the medical examination should be addressed to the Deputy Minister of Education by the person concerned.

The inspector is asked to notify all boards concerned and all uncertificated teachers, and teachers on temporary certificates, in his inspectorate of the information contained in this item.

2

LETTERS OF STANDING

A teacher who has not obtained a Letter of Standing but hopes to do so, is to be treated as an unqualified person and can be employed by a board only on a Letter of Permission after the requirements in connection with Letters of Permission have been complied with. One of the requirements is an x-ray. The teacher should be instructed to arrange to have a film or plate of the x-ray sent to Dr. N. W. Roome, 67 College St., Toronto. This procedure will remove the necessity of the teacher having another x-ray in connection with his Letter of Standing.

3

EXAMINATIONS, ELEMENTARY-SCHOOL INSPECTORS' CERTIFICATES

The written examination for this certificate will be held on Wednesday morning, March 29, 1961. The oral examination will be held during the period of March 20-30, 1961.

4

ONTARIO EDUCATIONAL ASSOCIATION

Each inspector is asked to urge teachers to support the O.E.A. by becoming members and attending the convention, if possible.

5

NEW SCHOOL SITES

The Department of Highways has informed this office that it has certain building and entrance requirements which must be observed. In order to provide for future expansion of highways, certain building set-back distances are required and certain entrance restrictions are enforced on curves and hills to provide for reasonable safety.

It is suggested that the inspectors advise school boards to consult with the District Office of the Department of Highways regarding the above-mentioned requirements before school sites are purchased.

6

OFFICIAL NAMES FOR SCHOOLS

The Department has been advised that Her Majesty the Queen has expressed the wish that until her children are considerably older their names be not used in connection with any public activity such as the naming of buildings, etc. The inspectors are asked to bring this information to the attention of boards that may be giving consideration to the selection of a suitable name for a school.

7

SALE OF SCHOOL SITES

Inspectors are asked to bring to the attention of school boards that there does not appear to be any authority for a board to dispose of school property that is required for school purposes.

The suggested sizes of school sites are for the guidance of school boards. Where a board secures final approval for grant purposes of an expenditure for a new school or for an addition, the site shown on the plans is part of the agreement between the Department and the board. If after securing final approval for grant purposes of an expenditure for new accommodation, the board sells part of the site or changes the site agreed upon, the agreement with the Department has been broken and the payment of legislative grants on the board's expenditure will be suspended until a new approval is obtained. The granting of a new final approval for grant purposes will depend on whether the board's action in disposing of part of the property is justified.

8

JUNE CLOSING OF ELEMENTARY SCHOOLS

It is expected that all elementary school children will attend school up to and including the legal closing date, June 29. Inspectors are asked to advise principals that any pupil who is not in attendance until the closing date should be marked absent in the Daily Register for the days concerned.

9

TERMINATION OF AGREEMENTS BETWEEN TEACHERS AND BOARDS

Under the form of agreement between a permanent teacher and a board, the board is required, when it desires to terminate the contract, to give to the teacher in writing the reason or reasons for the termination of the contract. The inspector is directed to bring this requirement to the attention of school boards regularly, and to remind them of the requirement regarding the dates of such notification.

10

THE YOUNG NATURALIST

The Federation of Ontario Naturalists began the publication in February 1959 of The Young Naturalist in a programme of interesting young people in natural history and the world of the outdoors.

This four-page newspaper published eleven times a year may be obtained at the subscription rate of $1.00 per year from the Federation of Ontario Naturalists, Edwards Gardens, Don Mills.

It is suggested that this publication may be of interest and value to teachers and pupils in the junior and intermediate grades.

11

NEW CLASSROOMS WITHIN EXISTING BUILDINGS

Inspectors are asked not to use Form G60 (formerly Form G15) for approval of disbursements to provide new classrooms within existing buildings but to use Form Building 4, Building Proposal, for such projects, whether the expenditure is from current funds or from any borrowed amounts, and to follow the procedure in Form Building 6, Procedure for Elementary School Construction. This is necessary to ensure that such new classrooms meet the requirements of approval for legislative grant purposes.

12

CLOSING OR REOPENING OF SCHOOLS

When a school is closed or when a closed school is reopened, the inspector is asked to report at once to the Department the exact date of closing or reopening.

13

HOLIDAYS

It is expected that each inspector employed by the Department of Education will take his holidays during the summer months when the schools are closed. If this is impossible because the inspector is employed in summer school work, he should communicate with this office so that other arrangements can be made.

Each inspector is asked to advise this office regarding the dates on which he plans to commence and to terminate his holidays. Care should be taken to be certain that the period of absence is shown on the inspector's Personal Attendance Register.

14

SUMMER COURSES

If any inspector is planning to attend a summer course in 1961, this office should be informed as soon as possible in order that approval may be obtained for leave of absence. It is very difficult to deal with applications which are received after May 1.

15

TRAVELLING EXPENSES OF PUBLIC SERVICE INSPECTORS TO THE O.E.A., 1961

The Minister of Education is pleased to announce that return railway fare (convention rate) and necessary expenses of public and separate school inspectors who are employed by the Department of Education, to enable them to attend the meetings of the Ontario Educational Association at Easter, 1961, will be paid by the Department.

16

PERSONAL ATTENDANCE REGISTERS

Please see item No. 32 of Circular No. 2, September, 1960.

From time to time a great deal of difficulty is experienced in obtaining personal attendance registers from some members of the inspectoral staff, with the result that reports which must be sent to the Civil Service Commission monthly are invariably late.

There seems to be no reason why inspectors cannot put these reports in the mail immediately after the last day of each month, and if they are to be away from their place of residence at that time because of vacation, submit the report earlier than the end of the month, showing the dates of the proposed absence and the reason therefor.

In the event that an inspector becomes ill and is off duty over the end of the month, notification of this fact should be sent to this office. Arrangements will be made to see that the personal attendance register on behalf of the inspector is forwarded to the Business Administration Branch in the regular way.

Inspectors are advised that these reports are to be mailed in time to ensure that they will be received in the Department not later than the fifth day of each month.

17

LETTERS OF STANDING

Letters of Standing will not be extended and Interim teaching certificates will not be issued to the following persons:

Mrs. Josephine M. Benson
Mrs. Nettie Shewchuk

18

CERTIFICATES SUSPENDED

Permanent First No. 56524/41 .... held by Allan M. Gay
Permanent Elementary Agriculture No. 10736/41 .... held by Allan M. Gay

Interim First No. 11764/38 .... held by Mrs. Lucinda I. Leon
Permanent First No. 60956/46 .... held by Mrs. Lucinda I. Leon

19

CERTIFICATES CANCELLED

Permanent First No. 71160/54 .... held by John E. Bromley

Interim First No. 1503/28 .... held by Goldwyn B. Littlejohn
Permanent First No. 48030/30 .... held by Goldwyn B. Littlejohn

Permanent Elementary-School Teacher's No. 1249/56/58 .... held by Robert M. Stasiuk

Interim Second No. 124/57 (French-speaking) .... held by Rene Joseph Parent
Interim Elementary-School Teacher's No. 1380/57 (French-speaking) .... held by Rene Joseph Parent

G. A. Pearson
Superintendent of Elementary Education.

Toronto 2, February 10, 1961.

TRANSPORTATION OF PUPILS 1959 - 60

The following table has been compiled from the transportation contracts submitted to the Department of Education for approval for the school year 1959 - 60. The table shows the average cost per mile for vehicles with various pupil-loads operated by elementary and secondary school boards with board owned vehicles and with private operators. In the case of board owned vehicles, the capital expenditure for the vehicle is not included.

	Elementary Boards Cost per mile		Secondary Boards Cost per mile	
Pupil Load	Board Owned	Private Contract	Board Owned	Private Contract
9 - 11	.15	.22	-	.21
12 - 14	.22	.25	-	.19
15 - 17	.20	.27	.12	.27
18 - 23	.29	.30	-	.29
24 - 29	.31	.32	.32	.34
30 - 35	.39	.38	.19	.36
36 - 41	.37	.38	.25	.37
42 - 47	.48	.38	.27	.40
48 - 53	.52	.44	.31	.43
54 - 59	.42	.42	.32	.45
60 and over	.57	.52	.37	.51

February 13, 1961.

ONTARIO

DEPARTMENT OF EDUCATION

No. 2(m), February, 1961

MEMORANDUM TO ELEMENTARY-SCHOOL INSPECTORS

Re: Requests for Material from Travel Agencies

From time to time the Department is advised that pupils are writing to travel agencies for literature or pictures concerning a particular place or country, connected with a school project. This practice can only result in disappointment to the pupils because travel agencies are not in a position to supply the material requested.

Teachers should be advised not to suggest to their pupils that they write to travel agencies for materials which they wish to use in connection with their school work.

G.A. Pearson

Superintendent of Elementary Education.

Toronto 2, February 10, 1961.

No.2(1) February, 1961.

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO THE INSPECTORS

Re: Regional Conference - National Council of Teachers of Mathematics

1. The National Council of Teachers of Mathematics sponsors regional conferences to study the content and methodology in mathematics in all grades of the elementary and secondary schools. The first such conference to be held in Canada will be known as the "21st Summer Session of Teachers of Mathematics", and will be held at the University of Toronto from August 21 to 23, 1961.

2. The programme for the conference will include speakers from Ontario and the United States on different aspects of research in mathematics, and the teaching of this subject in both the elementary and secondary schools. Provision has been made for discussions on the developments that have been made in several school systems.

3. The National Council of Teachers of Mathematics has 150 members in Ontario, and it is considered that many other teachers and supervisory officials in the elementary schools may wish to attend the conference to be held in Toronto in August.

4. The Publicity Committee of N.C.T.M. will be sending to inspectors further information about this conference and the inspectors are asked to advise principals and teachers of the "21st Summer Session of Teachers of Mathematics" when further details have been received.

G.L. Duffin
for Superintendent of Elementary Education.

TORONTO 2, February 10, 1961.

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO ELEMENTARY-SCHOOL INSPECTORS
SECONDARY-SCHOOL PRINCIPALS

Re: Junior Red Cross

. . . .

1. In 1960, the members of the Ontario Junior Red Cross raised in the February Campaign over $114,000. Of special interest at that time was World Refugee Year and $75,000 was transferred to the World Refugee Fund. Special school contributions for this fund amounted to $10,509. As the total amount raised by Canadian Juniors for refugees was $156,498, Ontario Juniors may well be proud of their efforts.

2. During the past year the regular work of Junior Red Cross has continued in many worthy fields: 120 children have been assisted with wheelchairs, walkers and crutches; 398 children have received orthodontic treatment; 218 children have been supplied with drugs including those necessary to prolong the lives of children afflicted with cystic fibrosis; and assistance has been given in many other needy cases. Clothing and toys were supplied to the children of two families whose homes burned just before Christmas. In addition, the commitments of the Ontario Junior Red Cross for assistance to the Canadian Association for Retarded Children and the research project dealing with the causes of mental retardation at the University of Western Ontario, were met.

3. The Department of Education encourages Junior Red Cross as an "in-school" activity and asks elementary-school inspectors and high school principals to give the 1961 campaign for funds their encouragement in bringing it to the attention of all teachers. The two former funds have been combined into one fund now known as The Red Cross Fund For Needy Children At Home and Abroad. The principal should secure the consent of the board of trustees before soliciting contributions.

4. Elementary schools should make their returns to the local inspector, and secondary school principals should send contributions direct to Mrs. O.C. Herrington, Director of Junior Red Cross, 460 Jarvis Street, Toronto 5. Returns for elementary-school inspectorates should also be made to this address.

G. A. Pearson
. . . .
Superintendent of Elementary Education.

. . . .
Superintendent of Secondary Education.

TORONTO 2, February 10, 1961.

ONTARIO

DEPARTMENT OF EDUCATION

No. 2 (k), February, 1961

MEMORANDUM TO ELEMENTARY-SCHOOL INSPECTORS

Re: 1960 Annual Financial Reports and Supplementary Forms used in connection with General Legislative Grants

The inspector is requested to forward to the Grants Office the original, audited, signed copy of the 1960 Annual Financial Report for each Board in his inspectorate as soon as it is available. These reports are not to be retained by the inspector until he receives the 1961 Grant Forms.

Where applicable, Form G54, Report of Capital (Building) Fund Transactions, 1960; Form G55, Details of Transportation, 1960; Forms G56 and G57, Reports on Evening Class Instructional Salaries for 1960, are to be forwarded with the Annual Financial Report.

G.A. Pearson

Superintendent of Elementary Education.

Toronto 2, February 10, 1961.

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO THE INSPECTORS

Two copies of this memorandum are being sent to you. Please complete and return one copy to me not later than January 13.

G.A. Pearson
....
Superintendent of Elementary Education.

Toronto 2, January 3, 1961.

TO THE SUPERINTENDENT OF ELEMENTARY EDUCATION

A. 1. Number of full-time classroom teachers, including principals and auxiliary class teachers, in this inspectorate as of January 3, 1961. (Supervising principals, music supervisors and part-time teachers are not included.) ....

2. Number of Boards of Trustees in this inspectorate as of January 3, 1961. ....

3. Number of open schools in this inspectorate as of January 3, 1961. ....

4. Number of teachers of Indian Schools in this inspectorate as of January 3, 1961. ....

B. 1. Anticipated number of full-time classroom teachers, including principals and auxiliary class teachers, in this inspectorate as of September 5, 1961. (Supervising principals, music supervisors and part-time teachers are not included.) ....

....
Inspector

....
Inspectorate

Date..............................

also a questionnaire
sent re teaching of French to [illegible]/reading inspectors

Circulars - Elementary
1961 - 1962.

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